

COMMODITY SUPPLEMENTAL FOOD PROGRAM (CSFP) OPERATIONS MANUAL

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Table of Contents

General CSFP Information	Page 3
State and Local Authorization	Page 3
Eligibility and Certification	Page 4
Recipient Categories	Page 4
Income Guidelines	Page 5
Certification Procedures	Page 5
Income Verification	Page 7
Age Verification	Page 8
Residency Requirements	Page 8
Special Cases	Page 8
Civil Rights Notification	Page 9
Fair Hearing Notification	Page 9
Provisions for Non-English or Limited-English Speakers	Page 10
Dual Participation	Page 10
Health and Social Services Referrals	Page 10
Certification Periods	Page 10
Waiting Lists	Page 11
Nutrition Education	Page 11
Annual Nutrition Plan	Page 11
Evaluation	Page 12
Nutrition Education Resources	Page 12
Commodity Distribution Procedures	Page 13
Food Package Requirements	Page 13
Tailored Food Packages	Page 13
Food Distribution Procedures	Page 14
Client Signature Procedures	page 14
Ordering and Receiving Commodities	Page 15
Food Ordering Overview	Page 15
Procedures to Accept Deliveries	Page 15
Processing Paperwork	Page 16
Warehouse Management	Page 17
Food Ordering Procedures	Page 18
Theft Prevention	Page 19
Damaged/Mishandled Food	Page 20
Disposal Authorization	Page 20
Reports and Record Keeping	Page 21
FNS-153 Report	Page 21
CSFP Cost Report	Page 22
FNS-191 Racial/Ethnic Group Participation Form	Page 22
Application/Agreement	Page 23
Other Reports	Page 23

Outreach and Use of Volunteers	Page 23
Outreach Activities	Page 23
Recruiting Volunteers	Page 24
Training Volunteers	Page 25
Volunteer Appreciation	Page 25
Review and Technical Assistance	Page 26
Management Reviews	Page 26
Local Agency Review of Sites	Page 26
Resource and Contact Information	Page 27
Appendix	
Civil Rights Training Checklist	Page 28
CSFP/TEFAP Agency Review Form	Page 30
CSFP Certification Form Checklist	Page 42
CSFP Cost Report	Page 44
CSFP Cost Report Instructions	Page 45
CSFP Food Packages	Page 47
CSFP Monthly Report (FNS-153)	Page 48
CSFP Monthly Report Instructions (FNS-153)	Page 52
Disposal Authorization Form	Page 55
Disposal Authorization Form Instructions	Page 56
Fair Hearing Guidelines	Page 57
Forwarding Notice (KC-269)	Page 58
Losses and Gains Form	Page 59
Losses and Gains Form Instructions	Page 60
Pallet Label	Page 61
Report of Shipment Received Over, Shorted, and/or Damaged (FNS-57)	Page 62
Receiving Report (SM-214)	Page 64
Receiving Report Instructions (SM-214)	Page 65
Sample Agreement between Agency and Pantry	Page 66
Sample Food Pantry Transfer Form	Page 68
Sample Survey to Evaluate Nutrition Education Effectiveness	Page 69
Table of Abbreviations and Acronyms	Page 70
Transfer Authorization Form Instructions	Page 71

General Information

The Commodity Supplemental Food Program (CSFP) is administered at the Federal level by the Food and Nutrition Service (FNS), an agency of the United States Department of Agriculture (USDA). The program is authorized under Section 4(a) of the Agriculture and Consumer Protection Act of 1973. Federal regulations covering CSFP may be found in 7 CFR, Parts 247 and 250.

The USDA maintains a web site with pertinent information about its Food Distribution Programs. Individual USDA Program Home Pages are updated on a regular basis providing a source of current information. To access the Federal Regulations, Commodity Fact Sheets, ECOS and other information of interest, log on to www.commodityfoods.usda.gov.

The CSFP works to improve the health of low-income pregnant and breast feeding mothers, other new mothers up to one year postpartum, infants, children up to age six (6), and elderly people at least sixty (60) years of age by supplementing their diets with nutritious USDA commodity foods. It provides food and administrative funds to States to supplement the diets of these groups.

In Michigan, over 90% of the CSFP participants are 60 years of age or older. The other population served by CSFP is similar to those participating in USDA's Special Supplemental Nutrition Program for Women, Infants, and Children (WIC). WIC provides food vouchers rather than food. Individuals may not participate in WIC and CSFP at the same time.

CSFP food packages do not provide a complete diet, but rather are good sources of the nutrients typically lacking in the diets of the target population.

State and local agencies order food using the USDA web based Electronic Commodity Ordering System (ECOS). USDA allocates funds as provided by Congress to help offset administrative costs. Local agencies determine the eligibility of applicants, distribute the foods, and provide nutrition education. Local agencies also provide referrals to other welfare, nutrition, and health care programs such as food stamps.

State and Local Authorization

The Michigan Department of Education (MDE) has been designated by the Governor as the state agency responsible for CSFP. The MDE office of Grants Coordination and School Support, Food Distribution Unit administers all USDA commodity distribution programs including the National School Meals Program and The Emergency Food Assistance Program (TEFAP).

MDE amends the CSFP State Plan to USDA as necessary. A copy of the plan is available upon request.



The CSFP in Michigan is administered locally by the following nonprofit entities:

Area Community Service Employment & Training Council (ACSET) of Kent County
Baraga-Houghton-Keweenaw Community Action Agency, Inc.
Capital Area Community Services
Community Action Agency of South Central Michigan
Dickinson-Iron Community Service Agency
Five CAP, Inc.
Focus: HOPE, a metropolitan Detroit service organization
Genesee County Community Action Agency
Gogebic-Ontonagon Community Action Agency
Human Development Commission
Mid Michigan Community Action Agency
Monroe County Opportunity Program
Northeast Michigan Community Service Agency, Inc.
Northwest Michigan Human Services Agency
Oakland-Livingston Human Services Agency
Ottawa County Community Action Agency
Southwest Community Action Agency

An agency directory is available on MDE's Food Distribution web page at www.michigan.gov/mde.

Local agencies submit electronic agreements, through the Child Nutrition Application Program (CNAP), by the beginning of each fiscal year (October 1). This document specifies the responsibilities of both the local agency and MDE. The Agreement text is available on the Food Distribution web page.

Eligibility and Certification

Recipient Categories

Certification for an individual to participate requires categorical eligibility as one of the following:

- ▶ pregnant, breast-feeding, or postpartum women (up to 12 months after termination of pregnancy);
- ▶ infants age 0 to 12 months of age;
- ▶ children age one through 5 years of age (up to their sixth birthday); or
- ▶ persons age 60 years and older.

Categorical eligibility is established by the dates of confinement for pregnant and postpartum women, and by birth dates for infants, children, and the elderly.

Income Guidelines

The income criteria used to determine CSFP eligibility for mothers, infants, and children is 185% of the Federal Poverty Income Guidelines published annually by the United States Department of Health and Human Services.

Seniors (age 60 and older) must have a household income at or below 130% of the current Federal Poverty Income Guidelines. Current income guidelines are available on the MDE Food Distribution web page.

Certification Procedures

Effective October 1, 2008, all eligible CSFP applicants must be certified on a first-come, first-serve basis by all local agencies.

Eligibility determinations are conducted at local agencies by authorized certifying personnel. All certification data is recorded on an intake or application form.

An applicant must provide the following information:

- ▶ Name and address, including some form of identification for each applicant;
- ▶ Household income, except where applicant is determined automatically eligible (mothers, infants and children receiving food stamp or TANF benefits);
- ▶ Household size; and
- ▶ Other information related to eligibility, such as age or pregnancy.

The certification form must also include a nondiscrimination statement that informs the applicant that program standards are applied without discrimination by race, color, national origin, age, sex, or disability.

Applicants must be informed of their rights and responsibilities in writing or orally as follows:

- ▶ The local agency will provide notification of a decision to deny or terminate CSFP benefits and of an individual's right to appeal this decision by requesting a fair hearing.
- ▶ The local agency will make nutrition education available to all adult participants, and to parents or caretakers of infant and child participants, and will encourage them to participate.

- ▶ The local agency will provide information on other nutrition, health, or assistance programs, and make referrals as appropriate.
- ▶ Improper use or receipt of CSFP benefits as a result of dual participation or other program violations, may lead to a claim against the individual to recover the value of the benefits, and may lead to disqualification from CSFP.
- ▶ Participants must report changes in household income or composition within ten (10) days after the change becomes known to the household.

The following statement must be read by, or to the applicant before signing:

"This application is being completed in connection with the receipt of Federal assistance. Program officials may verify information on this form. I am aware that deliberate misrepresentation may subject me to prosecution under applicable State and Federal statutes. I am also aware that I may not receive both CSFP and WIC benefits simultaneously, and I may not receive CSFP benefits at more than one CSFP site at the same time. Furthermore, I am aware that the information provided may be shared with other organizations to detect and prevent dual participation. I have been advised of my rights and obligations under the program. I certify that the information I have provided for my eligibility determination is correct to the best of my knowledge.

I authorize the release of information provided on this application form to other organizations administering assistance programs for the use in determining my eligibility for participation in other public assistance programs and for program outreach purposes."

(Please indicate decision by placing a checkmark in the appropriate box.)

YES [] NO []

Certification forms should also include the:

- ▶ Signature and title of the person making the eligibility determination.
- ▶ Date the application is initiated and the date of certification or denial.

The form may be used for other local agency programs as long as the elements required for CSFP are present and the applicant has the opportunity to allow or refuse the release of information to other organizations administering assistance programs.

Copies of income documentation are **not** required to be maintained on file as the intake staff's signature certifies income is at or below guidelines.

Certification forms should be available at sites during each distribution for completion by new participants.

Income Verification

Income refers to total cash receipts before taxes. Eligibility should be based on current income status, defined as cash receipts for the current month.

For eligibility purposes, the following are counted as income:

- ▶ Wage and salaries before any deductions.
- ▶ Receipts from non-farm and farm self-employment, defined as receipts from a person's own business or farm after deductions for business or farm expenses.
- ▶ Regular payments from Social Security, railroad retirement, unemployment compensation, strike benefits, veterans' benefits, public assistance, including Supplemental Security Income (SSI), training stipends, alimony, private pensions, government employee pensions, and regular insurance or annuity payments.
- ▶ Income from dividends, interest, rents, royalties, or periodic receipts from estates or trusts.
- ▶ Child support payments.

For eligibility purposes, income does **NOT** include the following:

- ▶ Capital Gains.
- ▶ Any assets acquired through withdrawals from a bank account or the sale of property, house, or car.
- ▶ Tax refunds, gifts, lump-sum inheritance, one-time insurance payments or compensation for injury.
- ▶ Medicare Part D deductions.
- ▶ Food or rent received in lieu of wages.
- ▶ The value of food and fuel produced and consumed on farms, and the imputed value of rent from owner occupied non-farm and farm housing.
- ▶ Federally funded student financial assistance.
- ▶ Student loans.
- ▶ Any special designations made by USDA. USDA allows the embryo or fetus in utero to be counted as a household member if the woman and her family would not otherwise meet the established income eligibility standards.

Age Verification

Proof of age should be established by birth certificates. If birth certificates are not available, church, school, or medical records are acceptable.

In the senior program, proof of age may also be established by a driver's license, family records, Social Security or Civil Service award letters, and Medicaid or Medicare cards.

Residency Requirements

Eligibility requires a determination of the residence of the applicant. Residence is established by recent utility bills, driver's license or state identification card, or Medicaid or Medicare cards. The local agency may not require that an individual reside within its geographic area for a fixed period of time.

Special Cases

- ▶ **Students** – Students who live on their own and support themselves are treated like any other applicant. However, federal student grants and loans are not considered income. If the student lives with a family or others and buys, stores, prepares, and consumes his/her own food (or the food for his/her children), he/she is eligible as an independent household.
- ▶ **Homeless Individuals** – Local agencies may waive residency requirements for homeless individuals. However, homeless individuals must be able to store, prepare, and consume their food separately from other individuals at their temporary shelter. The homeless individual may not receive food on behalf of a shelter.
- ▶ **Children in Foster Homes** – Children in foster homes are treated as a household of one. Court allocated money to the child is counted as the income. The income of the foster family is not counted. The local agency is responsible for making sure that the program benefits are transferred should the child need to be moved to a different home.
- ▶ **Foreign Nationals** – Citizenship is not a prerequisite for participation in CSFP, but an individual must be a legal resident of the United States. Verification of documents is not required.
- ▶ **Handicapped Individuals** – Handicapped individuals must meet the same eligibility criteria required of all programs recipients.

Civil Rights Notification

Current "And Justice for All" posters should be prominently placed in all intake offices and distribution sites. The statement below must be included on all materials regarding USDA household commodity programs that are produced by the local agency for public information, public education, or public distribution.

"In accordance with Federal law and the U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer."

If the material is too small to permit the full statement to be included, the material will at a minimum include the statement in print size no smaller than the text that, ***"This institution is an equal opportunity provider."***

In conjunction with federal regulation review requirements, MDE conducts a civil rights review of each CSFP agency. State and local agencies must comply with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Titles II and III of the Americans with Disabilities Act of 1990. State and local agencies must also comply with the Department's regulations and nondiscrimination (7CFR Parts 15, 15a, and 15b), and with the provisions of FNS Instruction 113-1, including the collection of racial/ethnic participation data and public notification of the nondiscrimination policy. State and local agencies must ensure that no person shall, on the grounds of race, color, national origin, age, sex, or disability, be subjected to discrimination under the program.

Fair Hearing Notification

At the time of certification and re-certification, applicants must be informed that they have a right to a fair hearing and they may appeal any decision made by the local agency regarding denial or termination from the program.

An appeal may be made verbally or in writing at the administering agency headquarters. Participants may arrange for a hearing held before the food program director and they have a right to an appeal and hearing before the Executive Director of the agency. Each agency should have a written policy that explains their fair hearing procedure.

Provisions for Non-English or Limited-English Speakers

If a significant proportion of the population in an area is comprised of non-English or limited-English speaking persons with a common language, local agencies must ensure that such persons are informed of their rights and responsibilities in the program in an appropriate language. The agency must also provide program information to such persons in the appropriate language.

Dual Participation

An individual **may not** participate in both WIC and CSFP at the same time. Applicants are required to certify, on their application, that they understand they cannot participate in the CSFP program and WIC concurrently. However, within a family, individual family members may be participating in either program. Local CSFP and WIC Program staff must work together to help individuals participate in the program that best meets his/her needs.

Dual participation may be verified through the sharing of enrollment lists, by phone, by mail or by the electronic transfer of information. When checking dual participation, only the participant's enrollment status may be shared between WIC and CSFP staff. Any other information about the participant must be obtained directly from the participant or with his/her explicit consent.

If a person is terminated from WIC during the first half of the month (1st to 15th), she/he may receive CSFP food for that month. If the individual is terminated from WIC after the 15th, she/he is ineligible to receive CSFP food for that month.

Health and Social Service Referrals

During the certification procedure, each individual should be given information to obtain specific needed assistance and services. In addition to the personal interview intake procedure, each agency should have printed information about various programs displayed in its offices and/or distribution centers. Information should be made available to all participants about the Food Stamp Program.

Certification Periods

- ▶ Pregnant women are certified for the duration of their pregnancy and for up to six (6) weeks postpartum.
- ▶ Postpartum and breast-feeding women, infants, and children are certified for six (6) month intervals.
- ▶ Elderly persons shall be certified at intervals of every six (6) months. The odd number certification must be based on an assessment of newly submitted information (except that age only needs to be established at the first certification). As permitted by regulation, the State agency authorizes local agencies to certify elderly participants at the even-number certification periods without a formal review of eligibility data as long as the person's address and continued interest in receiving program benefits are verified.

Waiting Lists

Local agencies should contact the MDE CSFP consultant before placing potential clients on a waiting list, as additional slots may be available. MDE has a responsibility to ensure that the State's assigned caseload is fully maximized. Therefore, caseload assignments to local agencies may be shifted to ensure 100% statewide participation.

Nutrition Education

The goal of Michigan's CSFP agencies' nutrition education program is to enable participants to obtain better nutrition status through increased understanding of basic nutrition principles and through effective use of food products. The local agency must make nutrition education available to all adult participants and to parents or caretakers of infants and child participants.

Annual Nutrition Plan

Each local agency must submit its nutrition education plan for the fiscal year by October 1st. The plan must address the following points:

- ▶ The agency's CSFP nutrition education goals for the year.
- ▶ The action plan for achieving the goals including a nutrition topic and recipe for each month.
- ▶ A summary of resources which will be used to obtain the nutrition information.

The nutrition education must be easily understood by participants and related to their nutritional needs and household situations. It should take into account specific ethnic and cultural characteristics whenever possible. Local agencies are encouraged to make nutrition education available to children, where appropriate.

Nutrition education can include:

- ▶ the nutritional value of CSFP foods, and their relationship to the overall dietary needs of the population groups served;
- ▶ nutritious ways to use CSFP foods;
- ▶ special nutritional needs of participants and how these needs may be met;
- ▶ the importance of health care, and the role nutrition plays in maintaining good health; and
- ▶ the importance of the use of the foods by the participant, and not by another person.

Evaluation

Agencies are required by regulation to implement an evaluation procedure to determine the effectiveness of the nutrition education. The process must allow for participant input and may be conducted by the agency or by a contracted nutritionist or other professional determined by the State to be qualified to perform the evaluation procedure. Evaluations should be done annually and may be a random sample of the clientele. Keep surveys short if possible and to the point. Use a large font print size for easy reading.

Agencies are encouraged to work with their local MSU Extension representative to develop materials and presentations meaningful to the agency's clientele.

Nutrition Education Resources

- ▶ **Commodity Food Network** – www.commodityfoods.usda.gov
This USDA sponsored web page is the first ever one-stop Federal website that provides direct access to many of the resources available. USDA commodity Fact Sheets and the Food Safety Connection may be accessed through this page.
- ▶ **Food & Nutrition Information Center** – www.nal.usda.gov/fnic/index.html
This site is a clearing house of nutrition information. Many of the materials are in easy-to-read formats with large print.
- ▶ **Michigan State University Extension** – www.msue.msu.edu/portal
Click on Health & Wellness for a variety nutrition, health, and food safety materials.
- ▶ **National Diabetes Education Program** – www.ndep.nih.gov
Site provides information on diabetes control. Many of the materials are offered in Spanish and various Asian languages.

Commodity Distribution Procedures

Food Package Requirements

USDA commodities distributed by CSFP include a variety of cereals, canned meats, fruits, juices, vegetables, peanut butter, dry beans, nonfat dry milk, evaporated milk, rice, dehydrated potatoes or pasta, and cheese. Infant formula is available for babies. The CSFP food packages do not provide a complete diet, but rather are good sources of the nutrients typically lacking in the diets of the target population, i.e., calcium, iron, protein, and vitamins A and C.

The infant packages follow infants' developmental needs and current pediatric feeding recommendations. Packages are also designed to complement the eating patterns for preschool children, and supplement and special requirements of pregnant and breast-feeding women.

Tailored Food Packages

Since CSFP is a supplemental food program, tailoring of the food packages is encouraged. Following are some common situations where tailored food packages are appropriate. If other situations are encountered where a tailored package may be needed, please contact the MDE consultant for CSFP.

Breastfed Infants: Breastfed infants who do not require any infant formula, may receive juice and infant cereal beginning at four (4) months.

Infant formula after first year: Occasionally, a child will reach his or her first birthday and not be able to tolerate milk. These children may continue to receive formula past their first birthday if a letter is provided from a health or nutrition professional stating the reason for continuing formula, the expected month when milk will be introduced, and whether the child should remain on infant foods ("B" package) or may tolerate regular foods ("C" package with formula in place of milk). Regardless of the food package given, the child is still counted as a child in enrollment and participation data.

Vegetarian: Individuals choose diets without meat for a variety of reasons including ethical, religious, and health concerns. At this time, a CSFP participant who is a vegetarian may decline the meat, but may not receive peanut butter or dry beans instead of meat because these foods are in different categories. He/she may receive the 18 oz. container of peanut butter or dry beans during the months when these foods are being issued.

Low sodium: Some seniors may request a low sodium food package. Participants may be instructed to lightly rinse all canned vegetables to remove most of the salt.

Low sugar or diabetic: USDA commodity fruits are packed in light sugar syrup. Participants may be instructed to lightly rinse canned fruits to remove most of the syrup.

Low cholesterol or low fat: Cholesterol is only found in foods of animal origin while fat is found in most animal foods as well as in nuts, vegetable oils, and margarine. Some individuals may request a low fat or low cholesterol food package. For these individuals, egg mix may be eliminated and dry beans substituted for peanut butter. Participants should be advised that most of the fat in the meat products can be removed by refrigerating the canned meat, which will solidify the fat making it easy to skim off.

Food Distribution Procedures

CSFP agencies distribute food to participants on a monthly basis. All food centers must be barrier free and accessible to the handicapped.

Do not facilitate clients' sharing unwanted commodities by providing a collection table. Refused items must be returned to the agency inventory.

Agencies should emphasize to clients that the commodities are for their personal use.

Local agencies' distribution systems vary. Distribution methods include:

- ▶ Shopping - clients select the variety of foods within each category that meet the requirements of their food package.
- ▶ Prepackaged boxes of food. May be distributed:
 - Off the back of a truck to each participant after he/she signs the roster; or
 - From a senior center or residential building.
- ▶ Some agencies offer both shopping and pre-packed boxes.

Client Signature Procedures

Participants must provide a signature at each distribution to verify receipt of their food package. Agencies may use a computer printout listing all eligible participants with a line for a signature when the participant picks up his/her food. Agencies with shopping distribution systems may have their participant sign their shopping list.

Participants who may have trouble obtaining their commodities at normal distribution times, may designate a proxy when they are certified. For emergency situations, the participant may send a new proxy with a signed note requesting the pick-up of the commodities.

When the food package is picked up by a proxy, the proxy signs his/her own name next to the participant's name.

Ordering and Receiving Commodities

Food Ordering Overview

MDE and local CSFP agencies order commodities utilizing the USDA's web-based Electronic Commodity Ordering System (ECOS). ECOS indicates what commodities are available, possible ship dates, and the last date to place an order. CSFP agencies place orders for either a direct shipment from the commodity vendor (1/4 truck load or more) or multi-food shipments from the USDA contracted warehouse. Commodities are ordered quarterly for most direct-ship food items. Some canned fruits and vegetables and dairy products are ordered for direct shipment only once or twice a year to maximize the USDA's purchasing power.

Agencies with a caseload of 2,000 or more clients and with ample storage space are encouraged to order his/her food for direct shipment. Multi-food shipments are available to agencies on a monthly basis. These are geared to agencies with smaller caseloads, operating smaller warehouses and to supplement specific commodity needs (like infant formula) for all agencies. USDA recommends that warehouses maintain no more than a three (3) month supply of any one commodity group. On-line guidance to place orders for USDA commodities is available on the ECOS web page. Individuals authorized to place orders must have a login and password.

Procedures to Accept Deliveries

All local agencies should have a copy of the following USDA Handbook available for warehouse personnel:

Receipting for USDA Commodities, Direct Shipment Version, (Shipments to State Facilities), September 2001.

This booklet describes the responsibilities of the vendor and the receiving warehouse and provides a useful resource for training warehouse staff. Additional copies of this Handbook may be requested from MDE.

ECOS generates a Commodity Code Outlay Report or a Multi-Food Requisition Report as a reference for placed orders. Agencies should generate these reports at least monthly.

USDA sends a **Forwarding Notice (KC-269)** to the state which is copied to the Recipient Agency. KC-269s must be kept organized and accessible for the individuals that schedule commodity delivery appointments.

The KC-269 contains all the pertinent information about the delivery. It also provides the type of commodity, contact information of the shipper, and the delivery site. Key elements include:

- The ND No., (found in the top right-hand corner), indicates the type of purchase and identifies the load to USDA. This number is needed on additional reports.

►The Disposition Number consists of 4 parts:

- the commodity code;
- 126 is the numeric code for Michigan;
- the letter after the 126 indicates the delivery year (J would be July 1, 2007 through June 30, 2008); and
- the last three digits, e.g. 002, is the order number.

Often a vendor shipment will have two stops and a final drop. It will show the destinations and the Disposition Number for each destination. The KC-269 indicates whether the delivery can be expected during the first half of the month (1st through the 15th) or during the second half.

Forwarding Notices are not generated for Multi-Food commodity deliveries. Agencies must print their Multi-Food Requisition Reports from ECOS to verify those commodity orders.

Delivery appointments for direct shipments are made at least 24 hours in advance by a dispatcher for the trucking firm. Agencies receiving a multi-food load have preset delivery dates with the contracted warehouse.

Warehouses have two (2) hours to unload palletized deliveries, six (6) hours for non-palletized.

Do not unload a truck unless you are certain the food belongs to your agency.

Processing Paperwork

While the shipment is being unloaded the warehouse completes the SM-214. This must be done as the shipment is unloaded.

The SM-214 is a legal document. Information must be legible and accurate. A copy of the SM-214 and any relevant shipping papers must be retained for three years plus the current year.

Shipments must be carefully checked and all damage or shortages must be documented.

A FNS-57 Report of Shipment Received Over, Short and/or Damaged must be completed when the load is out of specification or the amounts do not agree with the Forwarding Notice. Adjustments must also be documented on the bill of lading before signing and releasing the trucker.

After the delivery, a copy of the SM-214 and the FNS-57 (when applicable) are mailed or electronically transmitted to MDE within five (5) days of receipt. The agency keeps the originals of the above mentioned documents, along with the shipping papers received from the trucker, and the KC-269. It is a USDA regulation that these documents be kept in a retrievable manner, for three (3) years plus the current fiscal year.

Warehouse Management

Storage facilities that handle, store, and distribute donated foods shall obtain all required Federal, State, and/or local health inspections and/or approvals and these must remain current. Facilities must be structurally sound and provide protection from the elements and extremes of temperature.

Storage facilities shall:

- ▶ Be sanitary and free from rodent, bird, insect and other animal infestation, best achieved by contracting with a professional service for effective pest control.
- ▶ Have safeguards against theft, spoilage, and other loss.
- ▶ Maintain foods at proper storage temperatures.

Recommended temperature levels are:

50° to 70° range for dry storage areas; and

36° to 40° range for refrigerated storage areas

- ▶ Reliable thermometers must be provided to insure that proper temperatures are maintained. Temperature logs should be maintained on coolers and freezers.
- ▶ Proper ventilation is an important factor in protecting foods. Use fans to improve circulation and reduce temperatures if necessary.
- ▶ Stack and space commodities in a manner that allows easy identification at a distance of at least 24 inches. This will also facilitate accurate and quick counting.
- ▶ Store commodities off the floor on pallets and away from walls to allow for adequate ventilation:

Commodities must be 18 inches from any walls and at least 2 feet from the ceiling.

Commodities must not be stacked to a height that would create unstable pallets, thus damaging product on the bottom, or that would endanger the food handlers.

- ▶ Take other protective measures as may be necessary.
- ▶ Follow First In, First Out (FIFO) principles and do not exceed a three (3) month supply of any one commodity group.

The Michigan Department of Agriculture (MDA) is the state agency responsible for the licensing of food establishments that store and distribute prepackaged food. Warehouse staff must work with its regional MDA office to insure compliance with the most current Michigan Unified Food Law.

OSHA Regulations

Warehouses must follow the most current Occupational Safety and Health Administration (OSHA) standards for forklift operation as well as other heavy equipment. Employers are required to implement a training program that includes general principles of safe truck operation, site-specific information, and an evaluation of the employee's (operator's) knowledge and performance in operating the forklift. Its purpose is to reduce the number of injuries that occur as a result of inadequate operator training. In Michigan, the Department of Labor and Economic Development (DLEG), has resources available to help meet training requirements. Agencies should contact DLEG at 517-322-1809 or 800-866-4674 to request Consultation, Education, and Training (CET) Services.

Inventory Controls

Each agency must complete a physical inventory of all USDA commodities at the end of each month or after the last day of distribution for that month. Guidelines to produce an accurate monthly inventory and maintain optimal inventory control include:

- ▶ Use Pallet Labels. USDA commodities must be labeled with the product name, USDA code, date the product was received, pack date of the product, number of cases on the pallet, and number of units in each case.
- ▶ Follow First In, First Out (FIFO) principles. When planning the monthly distribution menu, use the item in each commodity food group with the oldest pack date first, even if the item was received after items with a later pack date. Pack date takes priority over date received. Commodities received on multi-food shipments often have an older pack date than direct-ship commodities.
- ▶ Organize commodities by food group and if possible arrange in the same order as the FNS-153.

Food Ordering Procedures

Agencies control their inventory by following sound ordering procedures. USDA recommends that warehouses maintain no more than a three (3) month supply of any one commodity group. USDA commodity food orders are placed through ECOS. Commodities are received as a direct shipment, as a multi-food shipment or through a transfer from another agency.

DIRECT SHIPMENTS are deliveries of a single commodity item direct from the vendor. Most commodity orders are placed quarterly. An agency must accept receipt of a minimum ¼ truck load. Direct shipments are generally the most cost effective way to receive commodities.

MULTI-FOOD SHIPMENTS are available when less than a ¼ truck is needed of a particular commodity. Each local agency may place an order monthly on ECOS to be delivered on its assigned delivery date. Agencies may place and/or revise orders up to six business days prior to their delivery date.

TRANSFERS of commodities from one local CSFP agency to another must be requested in writing by fax or e-mail to MDE. Transfers are used when a commodity is needed to complete the food package before the next scheduled USDA delivery or if a dated product (such as infant formula or cereal) can be distributed more quickly by another agency before the expiration date.

Theft Prevention

A well organized warehouse has less propensity for both internal and external theft. Missing items are sighted more easily when product is stored in an orderly fashion. Warehouses must be secured with reliable lock systems. Electronic alarm systems are preferable.

Consideration should be given to the placement of certain more desirable food items such as peanut butter, canned chicken, and cheese. Do not make it easy for visitors (packers, volunteers, and staff) to walk off with food items.

Agencies must have tracking procedures that document:

- ▶ the number of pre-packs sent to each site;
- ▶ the number of client signatures indicating receipt of the commodities at each site, and;
- ▶ the number of undelivered pre-packs returned to the warehouse.

The number of pre-packs sent to a site should equal the number of signatures plus the number of returned pre-packs. Commodities in undelivered pre-packs or food items declined by clients must be returned to the inventory.

Damaged/Mishandled Food

Product damage discovered during the delivery should be reported on a FNS-57 as discussed in Procedures to Accept Deliveries.

Product damage hidden until pallets are dismantled or discovered as cases of food are opened must be reported to MDE. The agency may be directed to complete a Complaint Form available on the MDE Food Distribution web page, or to contact the USDA Complaint Hotline directly. The Complaint Form may be used to report commodities that are damaged, out-of-condition, or have a quality problem. Be as specific and thorough as possible.

Incidental product damage during pre-packing and/or distribution can be avoided and must be an on-going concern to all agencies. Food loss due to carelessness expends valuable resources. Pre-packing lines must be set up in a secure manner that prevents product damage. Agencies must impress on volunteers and staff the importance of handling the commodities with care. The staff assigned to unloading trucks and moving inventory in the warehouse need to handle commodities responsibly.

Disposal Authorization

Disposal Authorizations must be signed by MDE prior to the disposal of damaged commodities. USDA's FNS Instruction 410-1, Non-Audit Claims – Food Distribution Programs indicates that States must:

- ▶ Pursue a claim on any loss in which the value of the food exceeds \$250;
- ▶ Transmit the claims action to the USDA Regional Office (MWRO), fully documented, after losses from any one distributing agency, warehouse, carrier, or other entity reach a cumulative total that exceeds \$2,500 during the fiscal year; and
- ▶ Make on-site reviews where significant or frequent losses occur.

The Instruction prompts states to take action on losses on a regular basis. Disposal Authorization forms must be submitted with the monthly FNS-153 Report.

Reports and Record Keeping

All records must be retained for a period of three (3) years from the end of the fiscal year to which they pertain, or until all open audits or investigations are closed and permission to destroy is received.

FNS-153 Report

The FNS-153 is an inventory and participation report that must be filed with MDE monthly. The FNS-153 is the primary means of communication among local CSFP agencies, MDE, and USDA. The local agencies' reports are compiled by MDE into one monthly FNS-153 report submitted to USDA. Local agencies are required to submit their FNS-153 to MDE by the 15th of the month after the activity occurred, which allows MDE to meet the USDA deadline for submission of the consolidated state report. It documents:

- ▶ A summary of participation data by category;
- ▶ Receipts and transfers of individual commodities;
- ▶ The current physical inventory; and
- ▶ Distribution accuracy by tracking of over and under issuance.

Supporting documentation must accompany the FNS-153. This includes:

- ▶ Losses and Gains Report. This report indicates commodities donated to pantries or documented on the Reconciliation columns on the FNS-153 as a positive or negative number.
- ▶ Disposal Authorization Form
- ▶ Transfer Authorization Form
- ▶ Agencies should provide explanation of Positive or Negative Reconciliation in the Remarks section on page 3.

The fourth page of the FNS-153 is a management tool for agencies. Large numbers in the Over/Under Issuance column should alert program managers to possible problems with pre-packing procedures. The number of distributions in the Inventory on Hand column provides guidance for determining commodity ordering needs.

The FNS-153 must be reviewed and signed by an agency official other than the one who prepared the report.

CSFP Cost Report

The CSFP Cost Report is submitted to MDE quarterly and reflects the expenditures associated with the program. The Cost Report provides the necessary documentation to assure fiscal integrity. Administrative funds are used to cover the costs that are necessary to ensure the efficient and effective administration of the program. Agency finance managers and auditors must be familiar with the federal guidance referenced in Office of Management and Budget (OMB) Circulars A-87 (Cost Principles for State, Local, and Tribal Governments) and A-122 (Cost Principles for Non-Profit Organizations), which set out the principles for determining whether specific costs are allowed. All records, except medical case records of participants (unless they are the only source of certification data), must be available during normal business hours for representatives of the state agency, USDA, and the General Accounting Office (GAO) to inspect, audit, and copy.

The CSFP Cost Report must be reviewed and signed by an agency official other than the one who prepared the report.

The state and local agencies' fiscal operations are required to be in accordance with the requirements of the FNS-74 and the OMB circulars, A-102, and A-110, where applicable. Local agencies should maintain general and subsidiary ledgers. Bank reconciliations should be prepared monthly on all accounts by an employee independent of check-signing, cash recording, and receiving or disbursing functions. All disbursements, aside from minor petty cash purchases, should be made by check. Petty cash purchases should be validated by receipt. All disbursements must be approved by the Program Director and supported by purchase orders, invoices, or other documents. Checks must be signed by two (2) authorized officials. Voided and spoiled checks should be retained on file in sequence. All deposits should be made by an individual other than the person making the disbursement at the local agency to ensure fiscal control.

Time reports and attendance records must be maintained for hourly employees. Payroll checks must contain details supporting gross pay and deductions. Tax forms relating to payroll for federal, state, and city governments should be filed on a timely basis with the accompanying deposits. Employee time sheets and payroll records are needed to prepare the CSFP Cost Report line item, Full-Time Equivalents. Since CSFP may be one of many projects operated by the local agency, separate financial records must be maintained and all transactions clearly defined.

FNS-191 Racial/Ethnic Group Participation Form

USDA requires State agencies to submit data on the racial/ethnic categories of persons receiving CSFP. Local agencies collect the requested information on the client's application. Data is reported for the distribution occurring in April each year. The forms for reporting data are provided by USDA. The completed form is due to MDE by June 1st annually.

Application/Agreement

The Application/Agreement is renewed each fiscal year electronically on the Child Nutrition Application Program (CNAP) system. Agencies indicate the sites providing client certification, food distribution, and food storage. Agencies may also upload their Distribution Calendars and Nutrition Education Plan for the new Fiscal Year.

Other Reports

Commodity Value Reports for each agency currently are available on the MDE web site for easy access during audits. These reports detail the value of the commodities received each quarter.

Commodity Food Values are on the MDE web site. The site provides the average cost of each commodity during a specific time period.

Capital Purchases

Capital expenditures with a cost per unit of at least \$5,000 must be approved prior to purchase. The agency must request in writing permission to purchase the item(s) and provide documentation of three (3) bids. These purchases require approval from USDA.

Unusual Incidents

It is recommended that agencies record all unusual incidents involving clients, volunteers, or program staff so that adequate documentation will be available in the event of controversy or litigation. No matter how small an incident may seem, put the particulars of the event in writing, sign, and date. If feasible, have both parties involved in the incident, and a witness, date and sign the document.

Outreach and Use of Volunteers

Outreach Activities

Every attempt should be made to provide information about CSFP to all segments of the eligible population. Referrals should be solicited from other service agencies which also are in contact with low-income families and individuals. Building participation through a network of existing service groups also helps to ensure that program beneficiaries receive food in combination with other forms of assistance.

An important part of outreach is keeping community leaders informed about the agency's activities. This should include elected representatives on the local, state, and federal levels. Congressional representatives and their aides should be invited to visit agency distribution sites and be kept informed on how many of their constituents benefit from the program. Congress provides the funding for CSFP.

Examples of outreach activities include:

- ▶ Public service announcements on local television and radio stations.
- ▶ Professionally designed posters placed in public transportation, social service outlets, doctors' offices, clinics, child care centers, senior housing units, hospitals, churches, and unemployment offices.
- ▶ Staff presentations at community-based health fairs and workshops sponsored by medical clinics, religious groups, Heat Start programs, community service agencies, senior housing units, and grassroots organizations.
- ▶ Program pamphlets with information on certification and distribution sites. The pamphlet should contain the agency's address, telephone number, and hours of operation. Other useful information would include: eligibility requirements, methods of food package pick-up available to participants, and types and quantities of available food.
- ▶ Civil Rights regulations require that in areas with large ethnic populations, program information be translated into the appropriate language and distributed at cultural centers and service agencies.

The agency name and "Commodity Supplemental Food Program" should appear on **all** printed materials and signs promoting the program. Federal regulations require that all printed materials regarding USDA household commodity programs produced by the local agency for the public also include one of the civil rights statements found on page nine. Agency vehicles should advertise the commodity supplemental food program.

It is very important that clients know what agency is serving them and the name of the program.

Recruiting Volunteers

Outreach activities also can be an effective way of locating volunteers. Volunteers provide critical support for the operation of the CSFP. Recruiting, training, and retaining volunteers are ongoing challenges.

There are a variety of sources where recruiting may be successful, including: corporate/business volunteers, client volunteers, the Salvation Army, juvenile detention centers, word-of-mouth, high school and college student groups looking for community service projects, churches, and community groups such as the Lions Club and Kiwanas. Agencies might also contact the county sheriff's department. They may refer individuals with community service obligations to the agency.

Training Volunteers

Volunteer services may be used in a variety of ways. The type and length of training depends on the activity they will perform. It is recommended that local agencies have a procedures handbook to guide the orientation of volunteers. All volunteers should be given a brief overview CSFP. Relay to volunteers the value of their contribution to the success of the program in their community. Training must include an annual, documented session on Civil Rights responsibilities.

Volunteer Training Notes for Specific Tasks

Pre-packers should be trained on:

- who the products are for (people like their grandparents),
- why it is important that all of the required items must be included in the pack (good nutrition helps maintain good health), and
- the importance of careful food handling (it is NOT free food).

Assistants at the site distributions must wear a smile and treat clients with dignity (just as they would want to be treated).

Intake workers must only be the most experienced and trusted volunteers. Confidentiality must be maintained as client information is not part of the public domain.

Volunteer Appreciation

CSFP volunteers may not receive CSFP foods unless they are eligible. Some volunteers might feel that they deserve some of the food as a way of thanks for their hard work and loyalty.

All of the following acts of appreciation are allowable CSFP costs:

- ▶ provide volunteers breakfast or lunch at the distribution
- ▶ have a dinner or special luncheon honoring the volunteers
- ▶ present award certificates
- ▶ thank them after every distribution
- ▶ put posters up at the sites stating the community's appreciation of their help

CSFP volunteers may not take home USDA food, unless they are eligible.

Reviews and Technical Assistance

Management Reviews

MDE conducts a review of each agency's program at least once every two (2) years. The review includes an on-site visit during distribution, a warehouse inspection, and a program management evaluation. Agencies are required to correct any deficiencies within a reasonable amount of time.

MDE monitors food inventories through the monthly FNS-153 and the food ordering procedure. Technical assistance is available upon request to agencies with new program personnel or when help is needed for problem solving or implementing a new system.

USDA conducts a Management Evaluation (ME) of the state operation every two (2) or three (3) years. Part of the ME process includes visits to local agencies.

Local Agency Review of Sites

Local Agency CSFP managers are required to monitor their own operations by reviewing each of their distribution and certification sites at a minimum of once every other year. Aspects that should be evaluated include:

- ▶ certification procedures
- ▶ distribution methods
- ▶ effectiveness of site in meeting the needs of the service area
- ▶ civil rights compliance
- ▶ food safety

MDE sponsors day-long meetings each year for local CSFP agencies. All CSFP managers or their representatives are expected to attend. These meetings provide a forum for sharing successful operational tips among the local agencies and for MDE to discuss current program concerns, procedures, and improvements.

Resource and Contact Information

Commodity Complaint Form:

http://www.michigan.gov/documents/COMPLAINT_FORM_SHELL_109038_7.doc

CSFP Agency Directory:

http://www.michigan.gov/documents/mde/CSFPTEFAPDirectory07_216578_7.pdf

CSFP Commodity Food Values:

http://www.michigan.gov/documents/mde/CSFP-FY07_176304_7.pdf

CSFP Application-Agreement:

CSFP Income Guidelines:

http://www.michigan.gov/documents/mde/CSFPincomeguidelines2007_204779_7.doc

Department of Labor and Economic Growth (DLEG):

http://www.michigan.gov/documents/cis/wsh_cet0100a_196179_7.doc

FNS Instructions and Handbooks:

http://www.fns.usda.gov/fdd/forms/fns_instructions.htm

FNS Handbook 501:

<http://www.fns.usda.gov/fdd/programs/fdpi/501Handbk.htm>

USDA CSFP Website:

<http://www.fns.usda.gov/fdd/programs/csfp/default.htm>

CIVIL RIGHTS TRAINING CHECKLIST FOR VOLUNTEERS WHO ASSIST WITH FNS PROGRAMS

- _____ Goals of civil rights – fairness and equality of treatment and benefit delivery
- _____ Legal prohibitions – discrimination is prohibited on the bases of race, color, national origin, age, sex, and disability in special nutrition programs funded by the USDA, Food and Nutrition Service. (The Food Stamp Program and Food Distribution Program on Indian Reservations also prohibit discrimination based on religion and political beliefs in addition to the bases listed above.)
- _____ Types of Discrimination – Disparate treatment (intentional), disparate impact (neutral rule impacts disproportionately on a group), reprisal/retaliation against complainant or his/her family, associates or others involved in complaint process or exercising civil rights.
- _____ Exceptions - Congress can establish a program that is intended for certain groups of people, and it is not discrimination to exclude those who do not meet eligibility requirements. For example, Congress can set age limits, and this is not age discrimination or disability discrimination for those who do not meet the age limits.
- _____ When do civil rights rules apply – Civil rights rules apply any time there is any federal financial assistance. Federal financial assistance is receiving anything of value from the federal government – not just cash. It can include commodities, training, equipment, and other goods and services.
- _____ Special circumstances
 - _____ Make sure people with disabilities are accommodated. Sites should be accessible to people with all types of disabilities (e.g. mobility, sight, hearing, other) or alternate means of service delivery should be advertised and provided.
 - _____ Provide other language assistance to persons with limited English proficiency who could not gain meaningful access to the program without other language assistance. Assistance must always be provided to LEP households, but the level or type of assistance can vary based on circumstances.
- _____ Other requirements
 - _____ Treat all people with dignity and respect.
 - _____ Display the USDA “And Justice for All...” non-discrimination poster in a place where it can be seen by all who visit the premises.
 - _____ Include the USDA non-discrimination statement on all materials that mention USDA funded programs and make sure the statement is also on web sites that mention USDA funded programs.

- _____ Conduct outreach to insure that potentially eligible persons and households are aware of the program and have information on how to apply. Provide suggestions about how to make more people aware of the program and how to receive benefits.
- _____ Maintain confidentiality. It is not appropriate to talk about who is receiving benefits and to make remarks about them. Never share information with others regardless of an expression of good intentions. Refer all requests for information to managers. What happens at the site stays at the site. The exception, of course, is any illegal or inappropriate behavior that should be reported to state or federal officials.
- _____ Collect racial/ethnic data in CSFP and use it to target outreach and to assess participation. Make sure individual data are kept confidential.
- _____ Cooperate with State and Federal reviewers. They are required to conduct periodic compliance reviews to help insure that program and civil rights rules are being obeyed.
- _____ If there is non-compliance, correction of problems and voluntary compliance is sought. Failure to abide by civil rights rules can lead to loss of Federal financial assistance.
- _____ Sexual harassment is prohibited. Do not engage in or tolerate unwanted or unwelcome sexual behavior including jokes, touching, requests for sexual favors, etc. Report violations to management or to state or federal officials.
- _____ Advise people who allege discrimination about how to file a complaint. They may write to: USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 7795-3272 or (202) 720-6382 (TTY). In the Midwest Region they may also write to Regional Director, Civil Rights/EEO, 77 W. Jackson Blvd., FL 20, Chicago, IL 60604-3591 or call (312) 353-3353. Almost all complaints are referred to the Chicago office for investigation and are actually investigated by staff from FNS field offices located in the state where the complaint originated.
- _____ If conflicts occur, remain calm. Call for assistance immediately if you feel threatened. Consider mediation or a third party to help resolve the situation.
- _____ Follow the platinum rule – treat people the way they would like to be treated (or be aware of what that is)!

Michigan Department of Education
 Grants Coordination and School Support
 Fiscal Management and Food Distribution
 P.O. Box 30008,
 Lansing, Michigan 48909
 517-373-8642

CSFP / TEFAP Agency Review

Type of Review: Regular _____ Second Review _____ Corrective Action Required _____
--

A. General Information

Agreement #:	FY: _____	Date of Review:
Agency Name:	Telephone	
Address:	Program Manager:	
Executive Director:	Finance Director:	

CSFP

1. Authorized Caseload: _____ Number of Persons Certified: _____
 Participation during most recent month: _____
2. Is there a client's waiting list? Yes ☐ No ☐ If yes, how many on list? _____
3. Number of distribution sites: _____

TEFAP

4. Household Allocation _____
 Total number of distribution sites: _____
 Number of pantries _____ Number of direct household distribution sites _____

B. Training

1. a. Date of the most recent Agency conducted CSFP/TEFAP training for staff/volunteers.
- b. Is training documented? Yes ☐ No ☐
- c. Check all topics covered during training:

_____ Certification Process	_____ Food Ordering Procedures for sites
_____ Safe Food Handling and Warehousing Practices	_____ Inventory Controls
_____ Non-Discrimination Policies	_____ Current Income Guidelines
_____ Customer Service/Public Relations	_____ Civil Rights

2. Describe how new volunteers and program staff are trained.
3. Are written procedures available at each site that certifies participants and/or distributes commodities? Yes ☐ No ☐
4. a. How often are sites reviewed by Program manager? _____
 b. Review form available? Yes ☐ No ☐
 c. Number of sites visited this FY: _____

C. Records and Record Keeping

1. Are all records for the current and preceding three years on file in an organized manner? Yes ☐ No ☐
 (Records include; Agreement, 153's, Loss and Disposal Authorization forms, commodity receipts, participant certification documents, participant signature sheets, cost reports and site agreements.)
 If no, please explain:
2. Indicate any reports that may require technical assistance to complete correctly.
3. Are required reports submitted by the assigned due dates? Yes ☐ No ☐
 If no, please explain:

D. Procurement

1. Describe the Agency's purchasing procedures.
2. Are source documents available for all purchases? Yes ☐ No ☐
3. Is equipment purchased with CSFP and/or TEFAP funds used for the proper Program? Yes ☐ No ☐

E. Civil Rights

1. Are all services and facilities routinely used by all persons, available without regard to race, color, sex, age, handicap or national origin? Yes ☐ No ☐
2. Do Program materials include the non-discrimination statement? Yes ☐ No ☐
3. Are USDA non-discrimination posters displayed in a conspicuous place? Yes ☐ No ☐
4. Does the Agency provide bilingual personnel/materials as necessary? Yes ☐ No ☐
5. Do all Agency distribution and certification sites follow ADA guidelines? Yes ☐ No ☐
6. Review the agency's FAIR HEARING procedure to accept complaints or grievances based on race, color, age, national origin, sex, disability, or denial of services.
7. Have there been any complaints? Yes ☐ No ☐
 7a. If "YES", number of complaints _____
 7b. Have complaints been reported to the state agency? Yes ☐ No ☐
8. There is no segregation of the protected classes? Yes ☐ No ☐
 Explain all "No" or "N/A" answers.

9. Describe the Agency's plans for outreach to people in need and ways of partnering with the community.

Check all means of outreach used by the Agency:

- | | | | |
|---|--|---|--------------------------------|
| <input type="checkbox"/> Newsletters | <input type="checkbox"/> TV | <input type="checkbox"/> Program materials | <input type="checkbox"/> Radio |
| <input type="checkbox"/> Brochures | <input type="checkbox"/> Local Newspaper | <input type="checkbox"/> Community service agencies | |
| <input type="checkbox"/> Special Interest Newspaper | <input type="checkbox"/> Other _____ | | |

F. Food Storage Practices and Inventory Control

1. Are commodities examined for damage, evidence of poor handling or insect/rodent infestation upon receipt? Yes ☐ No ☐
2. Are commodity receipts processed properly and filed as per USDA regulations? Yes ☐ No ☐
3. Is the Complaint Form used to report product problems? Yes ☐ No ☐
4. Is the Agency properly reporting all food losses to MDE? Yes ☐ No ☐
5. Does the Agency have insurance to cover food losses? Yes ☐ No ☐
6. Are commodities stored for easy identification and counting? Yes ☐ No ☐
7. Is the warehouse following FIFO guidelines?
List any excess items (over 3 months issuance) Yes ☐ No ☐
8. Is a physical inventory taken at the end of each month? Yes ☐ No ☐

G. Certification Process

TEFAP

1. Review the Agency's TEFAP certification form and self-declaration form.
2. Comments on the Agency's certification process observed at site review.
3. Are current income guidelines being used? Yes ☐ No ☐
4. Are all recipients required to show proof of identity and sign for the products? Yes ☐ No ☐

CSFP

1. Review the Agency's Certification form to insure that all required information is requested.

- * Name
- * Address
- * Form of Identification
- * Household Income and Size of Household
- * Certification Statement
- * Signature of participant and intake person
- * Non-Discrimination Statement
- * Racial/Ethnic Information

* Verification from a medical authority if client is pregnant, postpartum or breast-feeding

* Date of application

* Rights and Responsibilities Statement

2. Comments on the Agency's certification process observed at site review.

3. Is re-certification automatically triggered in the certification process? Yes ☐ No ☐

4. Are non-eligible and terminated persons notified in writing? Yes ☐ No ☐

5. How long are inactive participants kept on file?

6. What efforts are made to reach them?

Dual Participation

1. How does the agency check for possible dual participation?

2. How often is dual participation non-compliance checked?

3. What action is taken when dual participation is detected?

H CSFP: NUTRITION EDUCATION

1. Is the Agency Nutrition Education plan being followed? Yes ☐ No ☐

2. Is the plan appropriate for the participant's needs? Yes ☐ No ☐

3. Is information available for non-English speaking participants? Yes ☐ No ☐

4. Is nutrition education evaluated for its effectiveness? Yes ☐ No ☐

5. How does the Agency utilize the services of the local M.S.U. Extension office?

Findings and Corrective Action

Summary of Review and Recommendations:

Corrective Action Required? Yes ☐ No ☐ Date Corrective Action Due _____

MDE Reviewer Signature

Agency Signature/Title

Date _____

CSFP Site Review

General Information

Agency _____ Site Coordinator: _____

Site Address _____ Telephone No.: _____

Date of Visit _____

1. Number of paid staff: _____
2. Number of volunteer staff: _____
3. Does this site distribute throughout the month? Yes ☐ No ☐ Hours open: _____
4. Number of clients registered: _____ 5. Number of prepacks delivered: _____
6. Are MIC recipients being serviced at this site? Yes ☐ No ☐

B. Certification

1. Does site certify recipients on day of distribution? Yes ☐ No ☐
2. If yes, describe method of staff/volunteer.
3. Are written procedures available and followed? Yes ☐ No ☐
4. Correct income guidelines used? Yes ☐ No ☐
5. Are applicants certified in a timely manner? Yes ☐ No ☐
6. Are applicants informed of illegality of dual participation in WIC? Yes ☐ No ☐
7. Is the certification statement read to or by the client? Yes ☐ No ☐

C. Distribution

1. Describe food delivery system, including shipping, product security, and handling of food left after distribution is complete.

2. Do all recipients show their proof of identity and sign for products? Yes ☐ No ☐

3. List products and issuance rate.

Product	Issuance Rate	Product	Issuance Rate
1.		7.	
2.		8.	
3.		9.	
4.		10.	
5.		11.	
6.		12.	

4. Is the correct amount being issued? Yes ☐ No ☐

5. What is the alternate plan if the site does not have enough food packages to distribute?

6. What accommodations are made for the disabled?

7. Check all food distribution methods that apply at this site:

- ☐ Drive up, food is place in car for recipient ☐ Home delivery by staff
☐ Volunteer staff brings food out to car ☐ Other _____

8. Are appropriate signatures obtained from home delivery recipients? Yes ☐ No ☐

9. Are volunteers and staff pleasant to and respectful of participants? Yes ☐ No ☐

10. What is done with damaged but consumable products?

D. Forms

1. Does site complete a site distribution report? Yes ☐ No ☐

If yes, check for the following: Amount of product delivered;
Amount of product distributed;
Damaged/ lost product; and
Ending inventory.

2. How is the distribution information (e.g. new clients, signature sheets, reports) transported to the main office?

E. Nutrition Education

1. Indicate the Nutrition Education Materials Available at the site: (attach samples)

_____ Infant Nutrition _____ Breast Feeding
_____ Child Nutrition _____ General Diet
_____ Nutrition during Pregnancy

2. Is there an Extension or Agency Demonstration during distribution? Yes ☐ No ☐

3. Does the Nutrition Topic and Recipe match the Nutrition Plan? Yes ☐ No ☐

F. Civil Rights

1. Are services and facilities used routinely by all persons available without regard to race, color, sex, age, disability or national origin? Yes ☐ No ☐
2. There is no segregation of the protected classes? Yes ☐ No ☐
3. Program materials include the non-discrimination statement? Yes ☐ No ☐
4. Materials include provision that complaints may be filed directly to the Secretary of Agriculture? Yes ☐ No ☐
5. Is an USDA non-discrimination poster displayed? Yes ☐ No ☐
6. The site provides bilingual personnel/materials as necessary? Yes ☐ No ☐
7. Check all means of communication are used to inform the public of the CSFP distribution.
☐ Newsletters ☐ TV ☐ Program materials ☐ Radio
☐ Local Newspapers ☐ Brochures
☐ Other _____

Are the dates of the next distribution posted? Yes ☐ No ☐

COMMENTS ABOUT SITE:

Reviewed by: _____

Date: _____

TEFAP Site Review

A. General Information

Agency _____ Site Coordinator _____

Site Address _____ Telephone No. _____

Date of Visit _____

1. Number of paid staff: _____

2. Number of volunteer staff: _____

3. Does this site distribute throughout the month? Yes ☐ No ☐
Hours open: _____

4. Average number of households registered: _____

5. Average number served each month: _____

B. Certification

1. Does site certify recipients on day of distribution? Yes ☐ No ☐

2. Does site utilize a self-declaration form? Yes ☐ No ☐

3. Describe certification method used by staff/volunteer.

4. Are written procedures available and followed? Yes ☐ No ☐

5. Correct income guidelines used? Yes ☐ No ☐

6. Are all recipients required to show proof of eligibility and sign for the products?
Yes ☐ No ☐

C. Distribution

1. Describe food delivery system, including shipping, product security, and handling of food left after distribution is complete.

2. List products and issuance rate.

Product	Issuance Rate	Product	Issuance Rate
1.		7.	
2.		8.	
3.		9.	
4.		10.	
5.		11.	
6.		12.	

3. Comments about amount of food being issued.

4. What is the alternate plan if the site does not have enough food packages to distribute?

5. What accommodations are made for the disabled?

6. Check all food distribution methods that apply at this site:

- ☐ Drive up, food is place in car for recipient ☐ Home delivery by staff
☐ Volunteer staff brings food out to car ☐ Other _____

7. Are appropriate signatures obtained from home delivery recipients? Yes ☐ No ☐

8. Are volunteers and staff pleasant to and respectful of participants? Yes ☐ No ☐

9. What is done with damaged but consumable products?

D. Forms

1. Does site complete a site distribution report? Yes ☐ No ☐

If yes, check for the following: Amount of product delivered;
 Amount of product distributed;
 Damaged/ lost product; and
 Ending inventory.

2. What procedures are used to send distribution information (e.g. new clients, signature sheets, reports) to the main office?

E. Outreach and Public Relations

Check all means of communication are used to inform the public of the TEFAP distribution.

- ☐ Newsletters ☐ TV ☐ Program materials ☐ Radio
☐ Local Newspapers ☐ Brochures ☐ Other _____

Are the dates of the next distribution posted? Yes ☐ No ☐

F. Civil Rights

1. Are services and facilities used routinely by all persons, available without regard to race, color, sex, age, disability or national origin? Yes ☐ No ☐
2. There is no segregation of the protected classes? Yes ☐ No ☐
3. Program materials include the non-discrimination statement? Yes ☐ No ☐
4. Materials include provision that complaints may be filed directly to the Secretary of Agriculture? Yes ☐ No ☐
5. Is an USDA non-discrimination poster displayed? Yes ☐ No ☐
6. The site provides bilingual personnel/materials as necessary? Yes ☐ No ☐

COMMENTS ABOUT SITE:

Reviewed by: _____

Date: _____

Warehouse Review

Agency _____

Warehouse Location _____

Date of Visit _____

Reviewer _____

Is a current health department license posted?

Yes ☐ No ☐

Date of last MDA or County Health Department Inspection _____

Note any Violations _____

Physical Inspection	Satisfactory	Fair	Unsatisfactory/ Describe Problem
Food Condition			
Overall Equipment			
Space requirements / Fire lanes open			
Fire Extinguishers			
Alarm System			
Sprinkler System			
Ventilation / Dampness			
Pallets			
Outside Area			
Rodent/Insect Control			
Floor, Walls, Ceiling			
Adequate Lighting			

Are there functioning thermometers on coolers and freezers and in the dry storage area? Yes ☐ No ☐

Temperature of: Dry Storage Area _____ Freezer _____ Cooler _____

Are there potentially hazardous or unsanitary conditions or items other than food stored in the warehouse?

Yes ☐ No ☐

If "Yes", please specify:

Has any food loss been due to theft in the last six months?

Yes ☐ No ☐

If "Yes", please describe:

CSFP: List any infant formula or cereal in inventory

Commodity	Unit	Inventory Figure	Expiration Date	Action needed

COMMENTS on Warehouse:

CSFP Certification Form Checklist

Individuals applying to participate in CSFP must provide the following information:

- Name and address, including some form of identification for each applicant;
- Household income, except where applicant is determined automatically eligible (mothers, infants and children receiving food stamp or TANF benefits);
- Household size
- Other information related to eligibility, such as age or pregnancy and race and ethnicity.

The certification form must include a nondiscrimination statement that informs the applicant that program standards are applied without discrimination by race, color, national origin, age, sex, or disability.

Applicants must be informed of their rights and responsibilities in writing or orally as follows:

Applicant's rights;

- The local agency will provide notification of a decision to deny or terminate CSFP benefits and of an individual's right to appeal this decision by requesting a fair hearing.
- The local agency will make nutrition education available to all adult participants, and to parents or caretakers of infant and child participants, and will encourage them to participate.
- The local agency will provide information on other nutrition, health, or assistance programs, and make referrals as appropriate.

Applicant's responsibilities;

- The improper use or receipt of CSFP benefits as a result of dual participation or other program violations may lead to a claim against the individual to recover the value of the benefits, which may lead to disqualification from CSFP.
- The participant must report changes in household income or composition within 10 days after the change becomes known to the household.

The following information must be read to or by the participant.

This application is being completed in connection with the receipt of Federal assistance. Program officials may verify information on this form.

I am aware that deliberate misrepresentation may subject me to prosecution under applicable State and Federal statutes.

I am also aware that I may not receive both CSFP and WIC benefits simultaneously, and I may not receive CSFP benefits at more than one CSFP site at the same time.

Furthermore, I am aware that the information provided may be shared with other organizations to detect and prevent dual participation.

I have been advised of my rights and obligations under the program.

I certify that the information I have provided for my eligibility determination is correct to the best of my knowledge.

I authorize the release of information provided on this application form to other organizations administering assistance programs for use in determining my eligibility for participation in other public assistance programs and for program outreach purposes.

Please indicate decision by placing a checkmark in the appropriate box.

YES [☐] **NO** [☐]

Participant Signature

Date

Signature and title of person making final determination

Date

CSFP Rev. 10/07 AUTHORITY: P.L. 99-198 COMPLETION: REQUIRED	Michigan Department of Education Grants Coordination and School Support P.O. Box 30008, Lansing, Michigan 48909 Phone: (517) 373-8642	FISCAL YEAR: <div style="border-bottom: 1px solid black; width: 100%; height: 15px;"></div>
--	--	---

COMMODITY SUPPLEMENTAL FOOD PROGRAM COST REPORT

REPORT QUARTER:	<input type="checkbox"/> 1st	<input type="checkbox"/> 2nd	<input type="checkbox"/> 3rd	<input type="checkbox"/> 4th	<input type="checkbox"/> Year's End
DUE DATE:	January 15	April 15	July 15	October 15	November 15

AGENCY NAME	TELEPHONE	AGREEMENT NUMBER
ADDRESS		DATE

MAILING INSTRUCTIONS: Return ONE copy to the State address above by the appropriate due date above.

● Amended Report

GENERAL INFORMATION: 1. Name of person completion form: _____

☐

2. Number of distribution sites: _____ 3. Number of certification sites: _____

	BUDGET ITEMS <u>COSTS FUNDED BY CSFP GRANT:</u>	GENERAL ADMINISTRATIO N	WAREHOUSE/ FOOD DELIVERY SYSTEM	NUTRITION EDUCATION	QUARTER TOTALS	<u>YEAR-to-DATE</u> <u>TOTALS</u>
		(1)	(2)	(3)	(4)	(5)
	Full-Time Equivalent Staff (FTE)					
A.	Salaries and Benefits					
B.	Automated Management Systems					
C.	Space Utilization					
D.	Equipment					
E.	Supplies					
F.	Communication, Travel, and Food Transport					
G.	Other Costs					
H.	Indirect Costs					
I.	SUBTOTAL					
	<u>COSTS NOT FUNDED BY CSFP GRANT:</u> <u>(Year's End Only)</u>					
	Full-Time Equivalent Staff (FTE)					
J.	Salaries and Benefits					
K.	Other Costs					
L.	SUBTOTAL					
	Value of Volunteers: (Year's End Only)					
	Full-Time Equivalent Staff (FTE)					
M.	Value of Volunteers (FTE)					
N.	Total Program Cost (I+L+M) (Including value of volunteers)					

Certification: I certify that this report is complete and correct and that records are available to support the data and will be filed for three (3) years.

Signature of Responsible Official _____ Date _____

MICHIGAN COMMODITY SUPPLEMENTAL FOOD PROGRAM (CSFP)

Instructions for Completing CSFP Cost Report

All figures must be actual, with documentation retained for three (3) years following the close of the fiscal year to which it pertains. Round all numerals to nearest dollar. Example: \$150.75 is \$151.

Costs Reports are due:

1 st Quarter – (October, November, December)	January 15
2 nd Quarter – (January, February, March)	April 15
3 rd Quarter – (April, May, June)	July 15
4 th Quarter – (July, August, September)	October 15
Year End Report	November 15.

General Information:

Complete agency information, fiscal year, and report quarter. Fill in the name of the person completing the form, the number of distribution sites, and the number of certification sites.

Check box if it is an amended cost report.

Column 1. General Administration: Cost of administration, planning, supervision, outreach, travel, fiscal, and clerical activities, including applicant approval and automated management services (AMS) costs.

Column 2. Warehouse/Food Delivery System: All costs related to storage, transport, and distribution of food. This includes, but not limited to, rental for food storage facilities, cost of maintenance and operation of storage facilities, cost of office space, utilities, insurance security, janitorial services, normal repairs and alterations, inventory control, insect/rodent control, supplies, printing, communication, food transport, and distribution outlet costs.

Column 3. Nutrition Education: Cost of planning, staff development, preparing and duplicating materials, implementing program, and evaluation of its effectiveness.

Column 4. Quarter Totals: Provide totals in each category for the quarter.

Column 5. Year-to-Date Totals: Add current quarter totals to previous quarters.

Line I. Subtotal and Total All Costs, including Year-to-Date Totals

Certification: Sign and date. For audit purposes, this must be someone other than the person preparing the report

Year End Report only:

- If applicable, complete Costs not Funded by CSFP Grant
- Complete the FTE for Volunteers and determine the Value of Volunteers
- Total Program Costs (I+L+M)

NOTE:

All planned capital expenditures exceeding \$1,500 require prior approval of the state agency. Expenditures exceeding \$5,000 require prior approval by USDA. All purchases require three (3) bids or prices.

Equipment purchased must be essential to the storage, transportation, and distribution of commodity foods, the certification of eligible recipients and the reporting and accounting functions. If equipment is to be used in other programs, the cost must be prorated according to use.

Full Time Equivalent (FTE) Data: FTE is a standard measure of actual hours worked in a particular program. It is calculated by taking the total hours worked during a specific period of time and dividing it by the hours one full time person would have worked during that same time period.

MICHIGAN COMMODITY SUPPLEMENTAL FOOD PROGRAM FOOD PACKAGES							
Updated 9/07	INFANTS		CHILDREN		WOMEN		SENIORS
	A	B	C		D	E	F
	0 - 3 Months	4 - 12 Months	1 - 2 Years	3 - 5 Years	Pregnant/ Breastfeeding	NonBreastfeeding/ Postpartum	60+ Years
*Infant Formula: Powdered	10-12 oz OR 9-14.3 oz OR 5-25.7 oz						
Cereal: Infant Rice (8 oz pkg)		4					
Dry Ready-to-Eat (various wts) OR			2 or		2 or		2 or
Farina (14 oz pkg)** OR			2 or		2 or		2 or
Rolled Oats (3 lb pkg) OR			1		1		1
Juice (46 oz can)		2★	5		5		3
***Tuna 12 oz, Chicken 12.5 oz			2 or		2 or		2 or
Egg Mix (6 oz pkg) OR			2 or		2 or		2 or
Salmon 14.75 oz			2 or		2 or		2 or
Meat/Poultry (24 oz and 29 oz can)			1		1		1
Cheese 2 lb			1		1		1
Milk: Evap. (12 oz can)			5 and	5 and	11 and		3 and
Milk: Nonfat Dry (25.6 oz)			1 e/o/m	1 e/o/m	1 e/o/m	1 every other month (e/o/m)	
Dry Beans (2 lb pkg)**** OR			1 or		1 or		1 or
Peanut Butter (18 oz can/jar)			1		1		1
Pasta***** OR			2 lb or		2 lb or		2 lb or
Potatoes, Dehydr. (1 lb pkg) OR			1 or		1 or		1 or
Rice (2 lb pkg)			1		1		1
Fruits (various sizes)			2		4		2
Vegetables (various sizes)			4		6		4
*Depending on type and weight of formula, issuance ranges from 120 to 128.7 ounces.							
**The distribution rate for all sizes is 2 packages per month. A combination of 1 package of dry ready-to-eat cereal and 1 package of farina may be provided.							
***Client may mix and match (for example 1 tuna and 1 egg mix).							
****Alternate the beans and peanut butter monthly.							
*****Pasta distribution rate is two-1 lb packages (macaroni) or one-2 lb package (spaghetti).							
★ Infants may receive only apple or grape juice due to potential allergies from other juices.							

Commodity Name			Code	Pack Size	Beginning Inventory	Receipts	Transfer In	Total Inventory Available	Commodity Issuance		Total Issued	Transfer Out	Known Food Loss	Food Demos	Total Activity	Reconciliation		Ending Physical Inventory	Receipt	MI Code	USDA Code	Inventory	Expiration Date of New Receipts											
Commodity Name			Code	Pack Size	Beginning Inventory	Receipts	Transfer In	Total Inventory Available	M-I-C	Seniors	Total Issued	Transfer Out	Known Food Loss	Food Demos	Total Activity	Positive	Negative	Ending Physical Inventory	Receipt	MI Code	USDA Code	Inventory	Expiration Date of New Receipts											
Applesauce	A351	24/300																		602		A351												
Apricots	A353	24/300																		618		A353												
Fruit Cocktail	A403	24/300																		254		A403												
Mixed Fruit	A404	24/300																		675		A404												
Peaches (Cling)	A411	24/300																		434		A411												
Pears	A437	24/300																		535		A437												
Pineapple	A446	24/#2 can																		392		A446												
Plums	A464	24/#300																		382		A464												
Peach Freestone	A421	24/#300																		356		A421												
Cranberry Juice con B	A297	12/11.5 oz																		632		A297												
Apple Juice	A282	12/46 oz																		010		A282												
Cranberry Apple Juice	A279	12/46 oz																		646		A279												
Grape Juice	A285	12/46 oz																		290		A285												
Grape Juice(Aseptic ctn)	A284	12/46 oz																		748		A284												
Orange Juice	A300	12/46 oz																		345		A300												
Pineapple Juice	A286	12/46 oz																		390		A286												
Tomato Juice	A290	12/46 oz																		487		A290												
Cheese Reduced Fat B	B007	12/2#																		790		B007												
PAGE TOTAL																																		
TOTAL - ALL ITEMS																																		
18 Remarks																																		
17 Signature					18 Title					20 CSFP					Outlays To Date (A)					Unliq. blig (B)					Total (C)					Unliq. Bal. of Advance (D)				
					19 Date																													

Page 2 of 4																
#####																
Commodity Name	Code	Pack Size	Beginning Inventory	Receipts	Transfer In	Total Inventory Available	M.I.C.	Seniors	Total Issued	Transfer Out	Commodity Activity Known Food Loss	Food Demos	Total Activity	Positive	Negative	Ending Physical Inventory
Peanut But/Cream	B474	12/18 oz														
Gr. North. Beans	A917	12/2 lb														
Pinto Beans	A914	12/2 lb														
Lt. Red Kid. Beans	A920	12/2 lb														
Lima Beans B	A912	12/2#														
Chicken Cnd	A532	48/12.5oz														
Beef NJ-NEW	A721	24/24 oz														
Beef NJ	A610	24/29 oz														
Chicken	A562	24/29 oz														
Pork NJ	A630	24/29 oz														
Beef Stew, Chunky	A590	24/24 oz														
Pork NJ-NEW	A722	24/24 oz														
Salmon	A803	24/14.75 oz														
Tuna	A743	24/12 oz														
Egg Mix	A570	48/6oz														
Asparagus B	A132	24/300														
Beans, Green	A059	24/300														
Beans, Vege	A090	24/300														
Carrots	A098	24/300														
Corn, Cream	A122	24/300														
Corn, Whole Kernel	A119	24/300														
Peas	A144	24/300														
Potatoes, Slic	A170	24/300														
Potatoes, Sweet	A223	24/300														
Pumpkin	A164	24/300														
Spinach	A167	24/300														
Tomatoes	A240	24/300														
Veg Mix	A057	24/300														
PAGE TOTAL																

C A S E S					Best Use By Date
Receipt	MI Code	Issued	USDA Code	Inventory	of New Receipts
	581		B474		
	045		A917		
	080		A914		
	083		A920		
	241		A912		
	124		A532		
	119		A721		
	115		A610		
	184		A562		
	400		A630		
	644		A590		
	049		A722		
	584		A803		
	327		A743		
	220		A570		
	153		A132		
	087		A059		
	089		A090		
	096		A098		
	203		A122		
	205		A119		
	366		A144		
	557		A170		
	502		A223		
	423		A164		
	432		A167		
	483		A240		
	520		A057		



Commodity			Inventory			Commodity Issuance			Commodity Activity				Reconciliation		Ending Physical Inventory		C A S E S				
Commodity Name	Code	Pack Size	Beginning Inventory	Receipts	Transfer In	Total Inventory Available	M-I-C	Seniors	Total Issued	Transfer Out	Known Food Loss	Food Demos	Total Activity	Positive	Negative		Receipt	MI Code	Issued Code	Inventory Code	Expiration Date of New Receipts
Applesauce	A351	24/300																602		A351	
Apricots	A353	24/300																618		A353	
Fruit Cocktail	A403	24/300																254		A403	
Mixed Fruit	A404	24/300																675		A404	
Peaches (Cling)	A411	24/300																434		A411	
Pears	A437	24/300																535		A437	
Pineapple	A446	24/#2 can																392		A446	
Plums	A464	24/#300																382		A464	
Peach Freestone	A421	24/#300																356		A421	
Cranberry Juice con B	A297	12/11.5 oz																632		A297	
Apple Juice	A282	12/46 oz																010		A282	
Cranberry Apple Juice	A279	12/46 oz																646		A279	
Grape Juice	A285	12/46 oz																290		A285	
Grape Juice(Aseptic ctr)	A284	12/46 oz																748		A284	
Orange Juice	A300	12/46 oz																345		A300	
Pineapple Juice	A286	12/46 oz																390		A286	
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Cheese Reduced Fat B	B007	12/2#																790		B007	
PAGE TOTAL																					
TOTAL - ALL ITEMS																					
16 Remarks																					
17 Signature			18 Title				20 CSFP		Outlays To Date (A)		Unliq. blig (B)		Total (C)		Unliq. Bal. of Advance (D)						
			19 Date																		

Participation Percentages		
MIC	Seniors	Total
#DIV/0!	#DIV/0!	#DIV/0!

**COMMODITY SUPPLEMENTAL FOOD PROGRAM (CSFP)
MONTHLY REPORT – FNS-153**

The FNS-153 is in an excel format. Each month, MDE electronically sends an updated form, pre-populated with currently available commodities. Instructions for completing are below. Agencies submit the completed report via e-mail and send a signed hard-copy to MDE with all necessary attachments by the 15th day of the month, following the report month. All figures must be actual with documentation kept for three (3) years following the close of the fiscal year to which it pertains.

INSTRUCTIONS FOR COMPLETION

Each cell requiring data input is numbered.

Cell 1. Month and Year of Report

Cell 2. Name of Agency

Cell 3. Date automatically entered. Fill in the name and phone number of person completing the report.

Cell 4. Enrollment and Participant Numbers:

Total assigned caseload (cell N8)

Total enrollment for MIC and seniors (cell N10)

Participation for each category (cells G12, K12 and M12)

The program will calculate totals (cells N8, N10, N12, and Total Enrollment)

Cell 5. Report in units

Cell 6. Commodity names, USDA code and pack size. Call Victoria Hwang at (517) 373-4336, if the commodity is not preprinted. She will e-mail a revised report.

Cell 7. Beginning Inventory – Enter prior month's ending inventory (Cell 15 of prior month's report).

Cell 8. Receipts – Enter the total number of commodities actually accepted into inventory from USDA during the reported month. Units reported as damaged on the FNS-57 should NOT be reported. Numbers should match the SM214 Receiving Report OR the Multifood Requisition.

Cell 9. Transfer in – Enter the total units transferred in from another agency. Include a copy of the Transfer Authorization Form with your FNS-153 report.

Cell 10. Total Inventory Available – The program calculates the total units available for issuance (cells 7+8+9= 10).

Cell 11. Commodity Issuance – enter the units issued in Columns A and B.

Column A is the total number of commodities actually issued and accepted by Mothers, Infants, and Children (MIC).

Column B is the total number of commodities actually issued and accepted by Seniors.

Commodities not accepted by the participant at the time of food pick-up are not included in total issuance. These units should be added back into inventory.

Cell 12A. Total Issued – The program calculates cells $11A+11B=12A$

Cell 12B. Transfer Out – Enter the total units transferred out.

Cell 12C. Known Food Loss – Enter the total units indicated on the Losses and Gains Report-CSFP –Pantry and from the approved Disposal Authorization Form.

Cell 12D. Food Demonstrations – Enter the number of commodities used for CSFP nutrition education purposes.

Cell 13. Total Activity – The program calculates $12A+12B+12C+12D = 13$

Cell 14. Inventory Reconciliation – After Cell 15 is entered, the program calculates the reconciliation of physical and book inventories. Agency provides an explanation for each commodity variance on the Losses and Gains – CSFP - Reconciliation.

Cell15. Ending Physical Inventory – Enter the total units of each commodity on hand in inventory at the end of the reporting month. A physical count is required each month.

At the bottom of page 3:

Cell 16. Remarks – Use this area for explanation for any unusual numbers.

Cells 17 and 18. Signature and Title of the agency representative authorized to review the report. For audit purposes, this must be someone other than the person preparing the report

Cell 19. Date of signing.

Other information to review

- The program will calculate all **Total** columns on each page.

- Add the total units on the Pantry - Losses and Gains Report and the Disposal Authorization Report and compare to the total Known Food Loss total.
- The second set of totals for selected columns below "PAGE TOTAL" (at the bottom of each page) should be the same as the figure directly below it. This was developed to ensure the program is working correctly.
- Review the Reconciliation, Cells 14A and 14B. Large reconciliation numbers (Positive or Negative) should be investigated before submitting. Inventory counts must be verified.

Page 4 is an inventory management tool which provides data on over or under issuance during the reporting month and current inventory needs.

SM-4742-B Rev. 8/03 <input type="checkbox"/> Attach signed copy to the state agency report when disposal has been completed.	MAIL TO: Michigan Department of Education SCHOOL SUPPORT SERVICES Food Distribution Unit P.O. Box 30008, Lansing, Michigan 48909	Direct questions regarding this form to (517) 373-8642.
CHECK ALL THAT APPLY FOR THIS REPORT. <input type="checkbox"/> CSFP <input type="checkbox"/> Summer Programs <input type="checkbox"/> NSL <input type="checkbox"/> TEFAP	<h2 style="margin: 0;">DISPOSAL AUTHORIZATION</h2>	REPORT MONTH/YEAR: ____/____ AGREEMENT NUMBER: _____

NAME OF RECIPIENT AGENCY	
ADDRESS	FAX NUMBER

This notification will serve as authority for a representative of your recipient agency to destroy COMPLETELY (by the method indicated below), the following USDA commodities which have been inspected and found to be unfit for human consumption.

COMMODITY	UNIT	UNIT VALUE	CONDITION WHEN INSPECTED	TOTAL		METHOD OF DETRUCTION
				Quantity	Value	
TOTAL:						

CHECK ONLY ONE BELOW.

☐ Permission granted for disposal of product.

☐ Further information requested. Please contact.

☐ Retain noted product for inspection.

RECOMMENDATION

No Claim: _____

Claim: _____

Value: _____

SIGNATURE OF RECIPIENT AGENCY REPRESENTATIVE _____	SIGNATURE OF STATE AGENCY REPRESENTATIVE _____
DATE _____	DATE OF INSPECTION _____
TELEPHONE () _____	

NOTE: Disposal authorizations are to be given by state agency personnel ONLY.

Instructions for Completing Disposal Authorization Form

Disposal Authorization forms should be submitted by e-mail or FAX to MDE for approval as soon as the damage becomes known. Documents must be retained for three years following the close of the fiscal year to which it pertains.

- Complete agency name and contact information
- Check applicable program
- Complete the month and year of the report
- Commodity Information: Report product, unit size, number of units to be destroyed and an explanation of the condition when inspected
- A Recipient Agency Commodity Product Complaint must be filled out and sent to MDE when:
 - spoilage is due to hidden damage from the packer or shipper, or
 - the packaging of the commodity is faulty
- Sign and date the form.
- Send the form to MDE for approval. An MDE consultant may contact the agency if there are questions about the nature of the commodity damage and how it occurred.
- Submit a copy of the MDE approved form with the monthly FNS-153

Fair Hearing Guidelines

A fair hearing process allows a CSFP applicant or participant to appeal an adverse action, which may include denial or discontinuance of program benefits.

A Fair Hearing Policy for CSFP must include at a minimum, the following provisions:

- Provide written notification to a CSFP applicant or participant of their right to a fair hearing along with notification of the adverse action.
- Allow at least 60 days from the date the agency mails or gives the individual the notification of adverse action to request a fair hearing.
- The agency must provide an individual with at least 10 days advance written notice of the time and place of the hearing, and must include the rules of procedure for the hearing.
- The agency must allow the individual the opportunity to;
 - Examine documents supporting the agency's decision before and during the hearing, as well as submit evidence to help establish facts and circumstances;
 - Be assisted or represented by an attorney or other persons;
 - Bring witnesses and present arguments;
 - Question or refute testimony, evidence, or others at the hearing.
- An agency may deny a request for a fair hearing when:
 - The request is not received within the time limit established in the agency policy;
 - The request is withdrawn in writing by the individual requesting the hearing or by an authorized individual; or
 - The individual fails to appear, without good cause, for the scheduled hearing.

Specific Responsibilities for Conducting a Fair Hearing

- The hearing must be conducted by an impartial official who does not have any stake or personal involvement in the decision.
- The hearing official is responsible for:
 - Administering oaths or affirmations
 - Ensuring that all relevant issues are considered including all necessary evidence needed to make a decision
 - Conducting the hearing in an orderly fashion, and
 - Making a hearing decision that complies with federal laws and regulations
- A decision must be made and given to the individual in writing within 45 days.

<h1>FORWARDING NOTICE</h1> <p>PAGE 1 OF 1</p> <p>HAS BEEN INSTRUCTED TO DELIVER THE FOLLOWING COMMODITY</p>				DATE 11/08/07	CONTRACT NO. OR WHSE 12028503301		N/D NO. VDO20763038
				DOCKET	ANNOUNCEMENT FV302	INVITATION 119	*****
COMMODITY DESCRIPTION TOMATOES, CANNED	SERVICING CARRIER	PC 8	PY 08	COMM. CODE 3670	CERTIFICATE NO.	GRADE	FOB OR FAS DESTIN

MAILING ADDRESS OF SHIPPER

LOCATION OF SHIPPER

RED GOLD INC.
P.O. BOX 83RED GOLD, INC.
120 E. OAK STREET

PHONE 765-754-7527

ORESTES IN 46036

ORESTES IN 46063

WAREHOUSE LOT IDENTIFICATION -				CONSIGNEE PORTION					
LOT NO.	PC	PY	COMM. CODE	SIZE-TYPE UNITS	NO. OF UNITS	NET WEIGHT	GROSS WEIGHT	CERTIFICATE NO.	EX N/D NO.
FINAL				CONSIGNEE AND DESTINATION 438858				ITEM NO 0008	
TC 510	DESTINATION AND STATE DETROIT MI		DISPOSITION NUMBER A240126J005	SIZE-TYPE UNITS 24/#300 CANS	UNITS 1,620	NET WEIGHT 35,235	GROSS WEIGHT 43,335	DELY CARR NS	

C/O TRUCK DELY LOC
HOPE CENTRAL WAREHOUSE
6500 EAST DAVISONC/O RAIL DELY LOC
HOPE CENTRAL WAREHOUSE
6500 EAST DAVISONCONSIGN TO/E-MAIL
USDA FOOD ALLOCATION TECH126
MICHIGAN DEPT OF EDUCATION
MDE-FMFD@MICHIGAN.GOV

DETROIT MI 48238

DETROIT MI 48238

NO APPTS ON LAST BUSINESS DAY OF EACH MONTH

CONTACT FRANK
PHONE 313-365-5440CONTACT FRANK
PHONE 313-365-5440CONTACT LUCIA CAMPBELL
PHONE 517-373-1073
FAX 517-373-4022

CONSIGNEE RECEIPT FOR UNITS RECEIVED DATE RECEIVED RECEIVED BY (SIGNATURE & TITLE)

NON-COMMON CARRIER MOVES

ROUTING - TO ORDER EQUIPMENT, PHONE	RATE ID	TRANS MODE	MILES
FOR MORE INFO. PHONE KATHY WIENBERG 816 926 2601	UNITS 1,620	NET WEIGHT 35,235	GROSS WEIGHT 43,335
FOR TRANSPORTATION INFO. PHONE 000 0000	DELIVER NET 12/01/07	DELIVER NLT 12/15/07	*****

REMARKS:

SHOW ON B/L: VENDOR/TRUCKER MUST CONTACT CONSIGNEE AT LEAST 24 HOURS BEFORE DELIVERY FOR APPOINTMENT TO UNLOAD.

Michigan Instructions for Completing Losses and Gains Report

- Complete all agency information as well as the month and year of the report.
- Indicate whether the report is for CSFP- Reconciliation CSFP- Pantry, or TEFAP.
- Report commodity, unit size, number of units lost or gained and explanation.

CSFP-Reconciliation

- The FNS-153 report automatically calculates the numbers in Column 14A or B. This reconciles the physical and book inventories. These figures must be reported on the Losses and Gains Report as CSFP – Reconciliation.
- Plus refers to gains in inventory due to human error. Large discrepancies (more than the units of one case) often indicate a miscount of available inventory, packing errors (items not placed in the box) or a mathematical error.
- Minus refers to losses in inventory due to human error or theft. Large discrepancies (more than the units of one case) often indicate a miscount of available inventory, packing errors (too many items placed in the box), missing signature counts from a site distribution or a mathematical error. If theft is suspected, it should be reported immediately to the local law enforcement agency and to the state agency. A copy of the police report should be attached.
- **Agencies must provide an explanation for Plus and/or Minus numbers. Inventory counts should be double checked by a second or third party to make sure all commodities have been correctly accounted for.**

CSFP – Pantry

- Report units donated to a pantry. These and the units reported on the Disposal Authorization form must equal Column 12C, KNOWN LOSSES of the FNS-153. Provide an explanation for why the commodity was donated to a pantry. Food losses from spoilage are reported on the Disposal Authorization form)
- Sign and date the form and submit a copy with the FNS-153
- All documentation must be retained for three years following the close of the fiscal year to which it pertains.

TEFAP

Report the commodity, unit size, number of units lost or gained and explanation. Numbers must match the quantities reported on the Food Distribution Report.

- Sign and date the form and submit a copy with the FNS-153
- All documentation must be retained for three years following the close of the fiscal year to which it pertains.

**USDA COMMODITY
CSFP/TEFAP**

PALLET LABEL

PRODUCT:	
PRODUCT CODE:	
DATE RECEIVED:	PACK DATE:
NUMBER OF CASES:	UNITS PER CASE:
STAFF SIGNATURE:	

U S DEPARTMENT OF AGRICULTURE - FOOD AND NUTRITION SERVICE

REPORT OF SHIPMENT RECEIVED OVER, SHORT AND/OR DAMAGED*SEE INSTRUCTIONS ON REVERSE*

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0293. The time required to complete this information collection is estimated to average 5 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection.

SECTION A - SHIPMENT IDENTIFICATION AND UNLOADING INFORMATION

1 NAME OF COMMODITY	2 TYPE OF PACK	3 CONTRACT NO	4 DESTINATION CITY AND STATE
5 DELIVERY ORDER NO	6 NOTICE TO DELIVER NO	7 METHOD OF DELIVERY <input type="checkbox"/> RAIL <input type="checkbox"/> TRUCK <input type="checkbox"/> PIGGYBACK	8 RR CAR TRUCK OR PIG NO
9. UNLOADED STARTED (Date and Time) _____ COMPLETED (Date and Time) _____			10 OCEAN BILL OF LADING NO (Overseas Shipment Only)

SECTION B - OVERAGE, SHORTAGE, AND/OR DAMAGE

11. QUANTITY					
A REPORTED SHIPPED	B AMOUNT RECEIVED IN GOOD CONDITION	C OVER	D SHORT	E DAMAGED	F HIDDEN DAMAGE
12A. DAMAGE/OVERAGE/SHORTAGE WHEN DISCOVERED <input type="checkbox"/> BEFORE UNLOADING <input type="checkbox"/> DURING UNLOADING <input type="checkbox"/> AFTER UNLOADING		12B. HOW DISCOVERED <input type="checkbox"/> UNLOADING TALLY <input type="checkbox"/> PHYSICAL RECOUNT <input type="checkbox"/> OTHER		13 CARRIER'S AGENT PRESENT DURING UNLOADING <input type="checkbox"/> YES <input type="checkbox"/> NO	
14. DOOR SEAL NUMBERS A INBOUND NUMBERS AND CONDITION OF SEALS			B OUTBOUND SEAL NUMBERS (If Applicable)		
15. CARRIER'S AGENT NOTIFICATION A NAME OF AGENT		C HOW NOTIFIED <input type="checkbox"/> IN PERSON <input type="checkbox"/> FAX <input type="checkbox"/> TELEPHONE <input type="checkbox"/> E-MAIL		16 DID CARRIER'S AGENT RESPOND TO NOTIFICATION? <input type="checkbox"/> YES (In what way) <input type="checkbox"/> NO (Explain)	
B DATE NOTIFIED					
17. COMPLETE IF APPLICABLE					
A WAS MECHANICAL REFRIGERATION EQUIPMENT OPERATING <input type="checkbox"/> YES <input type="checkbox"/> NO			B TEMPERATURE OF REFRIGERATION UNIT/INTERIOR TEMP/COMMODITY		

CONSIGNEE CERTIFICATION**I CERTIFY the information and statements above are, to the best of my knowledge and belief, true and correct.**

DATE _____ SIGNATURE OF CONSIGNEE OR REPRESENTATIVE _____

CARRIER CERTIFICATION**Receipt of a copy of this report is hereby acknowledged and the facts contained herein are verified.**

SIGNATURE OF CARRIER'S AGENT	NAME AND ADDRESS OF CARRIER
DATE	CARRIER REMARKS

REMARKS (IF DAMAGED, PLEASE INDICATE NATURE AND DISPOSITION OF THE DAMAGE)

INSTRUCTIONS

This report is to be prepared whenever a shipment is received over, short, and/or damaged.

SECTION A - SHIPMENT IDENTIFICATION/ UNLOADING INFORMATION

This section will be completed at all times to identify the shipment being reported as over, short and/or damaged.

ITEM

1. Self-explanatory
2. Show type of pack, such as case 6/10's, case 12/No. 3 cylinders, 50# bag, etc.
3. Self-explanatory.
4. Self-explanatory.
5. Record Delivery Order No including Commodity Code.
6. Record the Notice to Deliver No. shown in the space marked "N/D No " in the upper right on the KCCO 269A.
7. Check applicable box.
8. Record railroad car number, truck, or piggyback number.
9. Record date and time unloading started, and date and time unloading was completed.
10. When applicable, record the ocean bill of lading number, (For Overseas Shipments ONLY)

SECTION B - OVERAGE, SHORTAGE, AND/OR DAMAGE

When a shipment is received over, short, and/or damaged, items 11 through 16 should be completed

- 11A. Record the number of units shown on the (KCCO) 269A, Forwarding Notice
- 11B. Record the number of units received
- 11C. Record the number of units received over the quantity reported shipped on the 279A
- 11D. Record the number of units received short of the quantity reported shipped on the 269A.

- 11E. Record the number of units received damaged of the quantity reported shipped on the 269A.
- 11F. Record the number of units received damaged of the quantity reported shipped on the 269A after unloading.
- 12A. Check applicable box.
- 12B. Show the information that will establish proof that the shipment was actually over, short, and/or damaged
13. Check applicable box to show whether or not carrier's agent was present from time car or truck was opened until unloading was completed.
- 14A. Record the inbound seal numbers on all doors and the condition of the seals. If shipment was made and not sealed, show "no seals."
- 14B. If applicable, intermediate consignees on split shipments shall record the seal numbers placed on all doors.
- 15A,B, C. Complete all three items.
16. If the "yes" box is checked, explain how the agent responded (for example: made personal inspection; advised that they would not be available; advised consignee's inspection would suffice, etc.)

If the carrier's agent did not respond, explain why (for example: no agent available; refused to inspect; did not acknowledge, etc.)
- 17A. Check applicable boxes.
- 17B. Record the temperature of the refrigeration unit located on the outside of the trailer, interior temp/ commodity.

CONSIGNEE'S CERTIFICATION

Self-explanatory.

CARRIER'S CERTIFICATION

Request that the carrier's agent complete these items, if the agent refuses, and if available, request a copy of the carrier's S&D report. If the carrier does not have a report make the following notation "Agent (insert name of driver) of (insert name of carrier) did not agree with this report. The reason for the dispute is (give brief explanation). A copy of the report was given to him/her on (insert date)." If the carrier's signature cannot be obtained within 10 days or if the carrier is not available, make the following notation "carrier did not respond" or carrier is not available "

NOTE: Only one form needs to be completed for a consolidation shipment. Make sure all overages, shortages and damages are fully explained. If necessary please attach a separate sheet. Item 6 - please list the consolidation number rather than the ND

MICHIGAN DEPARTMENT OF EDUCATION

Grants Coordination and School Support
Fiscal Management and Food Distribution
P.O. Box 30008
Lansing, MI 48909
(517) 373-1073

RECEIVING REPORT**RECEIVING REPORT FOR USDA DONATED FOODS**

RECIPIENT AGENCY:	
CITY:	
VENDOR:	
CITY / STATE / ZIP CODE:	
LOT NUMBER:	
CONTRACT NUMBER:	
DATE ON CONTAINERS:	

DATE CAR/TRUCK ARRIVED	
DAY OF THE WEEK	
TRUCK/CAR NAME/ INITIALS AND NUMBER	
SEAL NUMBER ON TRAILER/CAR	
INBOUND:	
OUTBOUND:	
BILL OF LADING IN TRUCK:	LOAD LEVEL/BRACED:
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
APPOINTMENT MADE:	APPOINTMENT KEPT:
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
COMPLETE SHIPMENT:	STOP-OFF TRUCK:
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO

MONTH RECEIVED	
-----------------------	--

D/O	126 -
N / D	

PROGRAM	
<input type="checkbox"/> SCH	<input type="checkbox"/> TEFAP
<input type="checkbox"/> CSFP	<input type="checkbox"/>

COMMENTS:

NUMBER OF CASES RECEIVED	NUMBER OF CASES RECEIVED IN GOOD CONDITION	PACK SIZE	COMMODITY NAME	COMMODITY CODE	NUMBER OF UNITS RECEIVED	NUMBER OF UNITS REC'D IN GOOD CONDITION
			<input type="checkbox"/> ENTITLEMENT <input type="checkbox"/> BONUS			

CONDITION OF TRUCK ON ARRIVAL:	
<input type="checkbox"/> GOOD	<input type="checkbox"/> FAIR <input type="checkbox"/> POOR
*NUMBER OF:	CASES / UNITS
SHORT:	
DAMAGED:	
OVER:	
*In the event of shortages/damages/overages, complete FNS-57, attach bill of lading, and return with this form.	
DISTRIBUTION: ORIGINAL - State Agency	
Retain a Copy of this Report (SM-214), Tally Sheet (SM-214A), and all pertinent Shipping Invoices/paperwork at Recipient Agency.	

TALLY COUNT: (# Pallets @ #Cases)			
	@		@
	@		@
	@		@
	@		@
	@		@

I HEREBY CERTIFY THAT I HAVE RECEIVED THE COMMODITIES AS STATED ABOVE.	
NAME OF AUTHORIZED RECIPIENT AGENCY REPRESENTATIVE SUBMITTING THIS REPORT:	
DATE SUBMITTED	
Phone no.:	
or E-mail:	

Instructions for the Electronic Receiving Report (SM-214)

The SM-214 is a legal document used to record the commodity receipt information. The completed form must be legible and accurate.

Agencies have a blank form in their EXCEL files. After the shipment is unloaded the warehouse must complete the SM-214. This may be done in EXCEL, and the form can be emailed to CampbellL4@michigan.gov. The form could also be printed and the hard copy completed by hand and faxed or mailed to the state agency.

Shipments must be carefully checked and all damage or shortages must be documented. Agencies have a blank FNS-57, which is a pdf file that can be printed as needed. The Report of Shipments Received Over, Short and/or Damaged (FNS 57) must be completed only when the load is out of specification or the amounts do not agree with the Forwarding Notice. These adjustments must also be documented on the bill of lading (b/l) before signing and releasing the trucker. A completed FNS57 does not override the signed b/l, so be sure the load has been inspected for damage before signing the b/l.

After the delivery, a copy of the SM-214 and the FNS-57 (when applicable) are mailed or electronically transmitted to MDE within five (5) days of receipt. The agency keeps the originals of the above mentioned documents, along with the shipping papers received from the trucker, and the Forwarding Notice (KC-269). It is a USDA regulation that these documents be kept in a retrievable manner, for three (3) years plus the current fiscal year.

SAMPLE
USDA COMMODITIES DISTRIBUTION AGREEMENT
BETWEEN AGENCY AND LOCAL FOOD PANTRIES

Organization Name _____

Address _____ Town/City _____ Zip _____

Contact Person _____ Phone _____

Title _____ FAX _____

Email _____

Number of Clients or Households Served on Monthly Basis through pantry: _____

The above named organization would like to participate in the USDA Commodities Food Distribution Program. This organization, if approved as a food distribution site, agrees to comply with the following minimum requirements and assurances:

1. The food pantry has adequate space to store product until all items are distributed to qualified individuals. All delivered food items will be distributed through the organization's regular pantry operation prior to the delivery of the next quarterly distribution (usually 3 months).
2. The USDA Commodities will not be sold or exchanged by the organization, its members, or staff. The commodities will be provided to the persons who are beneficiaries of the program without charge of any kind.
3. Pantry income criteria for distribution must be comparable to TEFAP guidelines.
4. The organization is responsible for the proper storage, handling, and distribution of commodities in compliance with all regulations and procedures detailed by USDA and Agency.
 - a. If sub-pantries have been approved to receive a portion of the distribution, the organization will ensure that the allocated number of cases for each commodity item are made available to the sub-pantry/pantries for pick-up.
 - b. It is understood and expected that all pantries involved in receiving USDA Commodities will work together cooperatively in the spirit of serving as many low-income individuals as possible.
 - c. A copy of State of Michigan Department of Agriculture Food Warehouse License will be available for review.
5. The organization will carefully check in each order when it is received and note any differences on what was ordered and what was actually received. Delivery slips must be forwarded to the Agency within 48 hours of delivery date.
6. Records must be maintained which identify individuals and families who receive USDA food through regular pantry operation. Name, date of issuance, recipient signature, items and quantity must be kept on file for a period of three (3) years. The organization must submit written monthly report listing the number of individuals served through the food pantry (# of families and # of individuals served are to be included).

7. The organization will permit representatives of the Agency, USDA, and interested Michigan Department of Education officials to inspect facilities at reasonable times.

SIGNATURES

Local Organization

Agency

Name & Title

Name & Title

Date: _____

Date: _____

This agreement must be renewed annually

Food Pantry Transfer Form
USDA Household Commodity Program
CSFP TEFAP
(Circle Program)

Agency Name_____

Pantry Name_____

Address_____

Contact Person/ Title_____

Phone_____

COMMODITY	QUANTITY RECEIVED (Record in cases)

I certify that the above named pantry has received the USDA commodities listed and that these products will be stored and distributed according to the USDA regulations and the donating Agency's guidelines.

Signature of Pantry Representative

Date

Signature of Agency Representative

Date

Evaluating Nutrition Education Effectiveness

Agencies must evaluate the effectiveness of the their nutrition education program at least once a year. Below are sample questions that could be used to survey clients. For maximum client participation:

- Keep questions short and to the point.
- Print surveys in a large font size for easy reading.
- Have surveys completed while client is at distribution.

Sample Survey Questions

- **Overall, do you use the majority of the food?** _____ Yes _____ No
- What foods do you or your family NOT use?

- Are the recipes helpful? _____ Yes _____ No
- Are the staff and volunteers at the distribution helpful? ____ Yes ____ No
- What suggestions do you have to make CSFP better for you?

- **What type of food and nutrition information do you find most helpful?**
(Check all that apply)
____ Recipes that I can take home
____ Food samples with recipes
____ Food demonstrations
____ Pamphlets I can take home and read
- The information I get about food and nutrition from CSFP is:
(Check one)
____ Excellant, I have learned alot
____ Good
____ Fair
____ Poor, not useful
- Check yes or no by each statement:
____ Yes ____ No The information I get with my commodities is useful.
____ Yes ____ No I have enjoyed trying new foods received from CSFP
____ Yes ____ No I use the recipes I get with commodities.
- The **one** CSFP food I like the best is: (Check one)
____ Juice _____ Cereal _____ Fruit
____ Vegetable _____ Meat _____ Cheese _____ Other
- The **one** CSFP food I like the least is: _____

If I could change one thing about CSFP it would be:

Table of Abbreviations and Acronyms

ACDA	American Commodity Distribution Association
AMS	Agricultural Marketing Service, USDA
CAA	Community Action Agency
CCC	Commodity Credit Corporation, USDA
CSFP	Commodity Supplemental Food Program
ECOS	Electronic Commodity Ordering System
FNS	Food and Nutrition Service, USDA
FSA	Farm Service Agency, USDA
FY	Fiscal Year
KCCO	Kansas City Commodity Office, USDA
MIC	Mothers, Infants and Children
MDE	Michigan Department of Education
NCSFPA	National CSFP Association
OMB	Office of Management and Budget
RA	Recipient Agency
TEFAP	The Emergency Food Assistance Program
USDA	United States Department of Agriculture

Instructions for Completing

CSFP Transfer Authorization Form

It is very important that the CSFP food package be complete. If an agency determines that they will be short one of the components, they must follow these steps:

1. Contact MDE via phone, e-mail or by fax requesting the type and quantity of food needed. Also, inform MDE of which Agency is able to provide the needed commodities, if known.
2. MDE will confirm the transfer and assist the requesting agency if necessary to locate the needed product. The requesting agency must arrange for the transportation of the commodities.
3. The Transfer Authorization Form is on NCR paper and has 5 copies. MDE sends the requesting agency 3 copies of the form and the cooperating agency one copy. MDE retains one copy.
4. At the time of transfer, the requesting agency completes all pertinent information and obtains the appropriate signatures.
5. The requesting agency distributes their 3 copies of the completed Transfer form as follows:
 - 1 copy to the cooperating agency
 - 1 copy is attached to the FNS – 153
 - 1 copy retained in file